

**SRR & CVR GOVERNMENT
DEGREE COLLEGE (A)
VIJAYAWADA**

BOARD OF STUDIES



**DEPARTMENT OF PUBLIC ADMINISTRATION
2019-2020**

SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS)

VIJAYAWADA- 520004.

Minutes of the meeting of the UG Syllabus up gradation committee in the subject of Public Administration.

The meeting of the UG Syllabus up gradation committee in the subject of Public Administration held on 6-09-2019 at 10.30 a.m., in Room No.104 at SRR & CVR Govt. Degree College (Autonomous), Vijayawada-520004.

The following members attended the meeting.

1. **M. PADMANABHAM**
(In-charge of the Department & Chairman, Syllabus up gradation committee)
Lecturer in Public Administration,
SRR & CVR Govt. Degree College (A), Vijayawada.
2. **Dr. P. PREMANANDAM**
Head of the Dept. of Political Science & Public Administration,
Andhra University, Visakhapatnam.(University Nominee)
3. **Dr. P. HARI PRASAD**
(In- Charge of the Department of Political Science & Public Administration)
Govt Degree College, GDC Men(A), Kadapa (External Expert)
4. **Dr. DSVS. BALA SUBRAHMANYAM**
Lecturer in Public Administration
RRDS GDC, Bhimavaram. (Subject Expert)
5. **Sri. J. CHOWDARAYYA (Industrial Expert)**
6. **Sri. K. NARASIMHA RAO,**
Lecturer in Political Science,
SRR & CVR Govt. Degree College (A), Vijayawada. (Member)
7. **Mr. D. RAGHUNADHA MANI VARMA (Student Nominee)**

Agenda

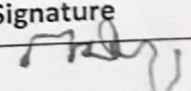
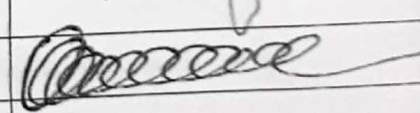
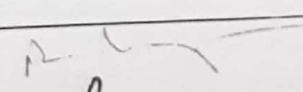
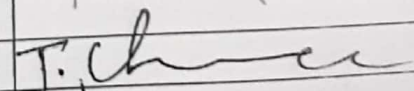
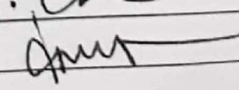
- Item 1: Approval of syllabus for Semester VI for the academic year 2019-20
- Item 2: Approval of Question paper blue print and model question paper
- Item 3: Approval of the list of paper setters and examiners
- Item 4: Any other item with the approval of the chair.

The Chairperson, Syllabus up gradation committee welcomed the members and initiated discussion on the syllabus for VI semesters. He apprised the members Syllabus up gradation committee and the guidelines of the UGC and the CCE regarding the framing of syllabus, and the recommended evaluation ratio for internal and external examinations. The members discussed in detail the various aspects presented before them and unanimously resolved the following:

Resolutions:

1. Resolved to approve the CBCS Revamped syllabus for semester VI.
2. Resolved to approve the division of marks for internal and external examination i.e 40 Marks for internal and 60 Marks for external along with the suggested blue print and model question paper.
3. Resolved to approve the list of paper setters and external examiners submitted by the department.
4. Resolved to approve the division of internal marks i.e.
 - a) 15 Marks for Project Work & Seminar
 - b) 15 Marks for Internal Examinations,
 - c) 10 Marks for overall Assessment
5. Resolved to approve the following structure for semester VI i.e., Student has to select one of the two Electives for his paper VII, and he/ she has to select two of the four cluster papers for his/her paper VIII/IX

Signatures of the members of the Syllabus up gradation committee:

Position	Name	Signature
1. Chairperson	M. PADMANABHAM	
2. University Nominee	Dr. P. PREMANANDAM	
3. External Expert	Dr. P. HARI PRASAD	
4. Subject Expert	Dr. DSVS. BALA SUBRAHMANYAM	
5. Industrial Expert	Sri. J. CHOWDARAYYA	
6. Member	Sri. K. NARASIMHA RAO	

PAPER-VII:-MANAGEMENT OF RESOURCES

UNIT-I: Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning.

UNIT - II:

3. Recruitment, Selection, Appointment and Promotion.
4. Pay - Components, Principles of Pay & Pay Commissions.

UNIT - III Capacity Building:

5. Performance Appraisal - Rewards and Incentives Management.
6. Human Resource Development- Concept of HRD; Training - Objectives, Types, Evaluation.

UNIT - IV

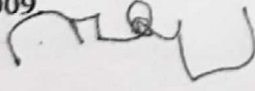
7. Employee Capacity Building Strategies and Quality Management
8. Human Resource Management Effectiveness and Human Resource Audit, Human Resource Mobilisation.
9. Issues in HRM - Downsizing, Outsourcing, Consultancies

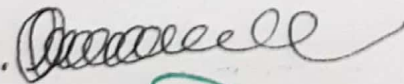
UNIT - V: Financial Management:

10. Meaning, Scope and Importance of Financial Management
11. Budget-Preparation, Enactment and Execution
12. Centre- State Financial Relations, Parliamentary Committees- Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, C&AG.

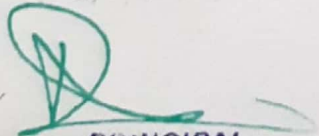
Reference Books:

1. VanarulaNirvahana(Tel), Telugu Akademi
2. Avasthi and Maheswari: Public Administration, (30th Edition), Lakshmi Narayan Agarwal, Agra, 2010.
3. K. Aswathappa, Human Resource and Personnel Management, McGraw-Hill, New Delhi, 2002.
4. L.M.Prasad: Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 2005.
5. Gangadhar Rao: Human Resource Management, EXCEI Books, New Delhi, 2009

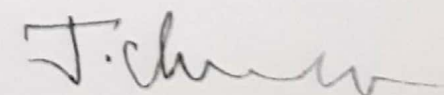
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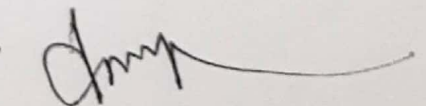
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PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
(Autonomous)
Machavaram, VIJAYAWADA - 520004.

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA Semester No VI Month & Year March - 2020

Subject PUBLIC ADMINISTRATION Paper No VII

Title of the Paper: MANAGEMENT OF RESOURCES

Time: 3Hours

Max Marks: 60

PART - A

I. Answer any FIVE from the following questions

5X4=20 Marks

1. } Two questions from
2. } Unit -1
3. } Two questions from
4. } Unit -2
5. } Two questions from
6. } Unit- 3
7. } Two questions from
8. } Unit -4
9. } Two questions from
10. } Unit -5

PART - B

II. Answer all the following questions

5X8=40 Marks

11. Internal Choice from Unit 1
Question A or Question B
12. Internal Choice from Unit 2
Question A or Question B
13. Internal Choice from Unit 3
Question A or Question B
14. Internal Choice from Unit 4
Question A or Question B
15. Internal Choice from Unit 5
Question A or Question B

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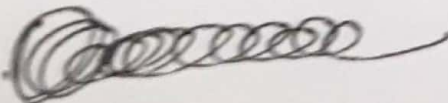
SRR & CVR GOVT DEGRESS COLLEGE (Autonomous)
VIJAYAWADA-520004
B.A – PUBLIC ADMINISTRATION
BLUE PRINT FOR QUESTION PAPER SETTERS

Time: 2 ½ hrs

Marks: 60

Unit No	No. of essay question 8 marks	No. of essay question 4 marks	Toatal no. of question with choice	Total marks allotted to the units	
Unit-I	2	2	4	24	
Unit-II	2	2	4	24	
Unit-III	2	2	4	24	
Unit-IV	2	2	4	24	
Unit-V	2	2	4	24	
Total no. of questions with choice				20	120
Total no. of marks with choice					

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS)
VIJAYAWADA 520004
B.A. PUBLIC ADMINISTRATION
SEMESTER-VI: PAPER: VII: Comparative & Development Administration in India
(Elective-II)

UNIT-I: Comparative Public Administration (CPA)

1. Concept, Nature, Scope and Significance of Comparative Public Administration.
2. Theories and Models of Comparative Public Administration.

UNIT-II: Development Administration-Concepts and Approaches:

3. Development Administration: Concept and Meaning, Scope and Importance of the study
4. Features of Development Administration, Evolution and Growth of Development Administration
5. Various Approaches to Development Administration

UNIT - III: Development Strategies and Administrative Planning:

6. India's Socio-Economic profile at the time of Independence: Mixed Economy Model and its Rational and Significance Role of Planning Goals of Development.

UNIT-IV: Development Projects and Bureaucracy Colonial Legacy:

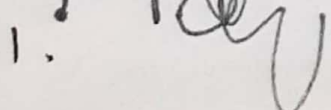
7. National Development Council: State, District and Grass Root Level Planning Role of Bureaucracy
8. Social back ground of Indian Bureaucracy Enhancing Bureaucratic Capability, NeetiAayog.

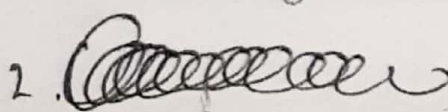
UNIT-V: Development and Decentralisation and Support Agencies:

9. Concept of Democratic Decentralisation Evaluation and Role of Panchayat Raj, Problems and Prospects of Panchayat Raj Institutions
10. People's Participation Role of Non Governmental Organizations.

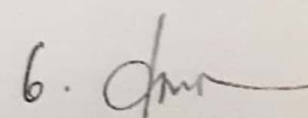
Reference Books:

1. R.K. Saprú, Development Administration, Sterling Publishers, New Delhi.2002
2. V. A. PaiPanandiker, Development administration in India, Macmillan, 1974.
3. AvasthiAmareswar and MaheswariShri Ram, Public Administration (30th Edition), Laxminarayana Agarwal, Agra, 2010.
4. R. K. Saprú, Administrative Theories and Management Thought(3rd Revised Edition), PHI, New Delhi, 2013
5. R.K Arora, Comparative PublicAdministration.,Associated Pub, New Delhi

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA Semester No VI Month & Year March - 2020

Subject PUBLIC ADMINISTRATION Paper No VII

Title of the Paper: Comparative & Development Administration in India
(Elective-II)

Time: 3Hours

Max Marks: 60

PART - A

I. Answer any FIVE from the following questions

5X4=20 Marks

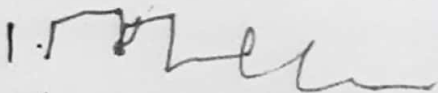
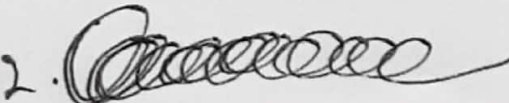

1. } Two questions from
2. } Unit -1
3. } Two questions from
4. } Unit -2
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6. } Unit- 3
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8. } Unit -4
9. } Two questions from
10. } Unit -5


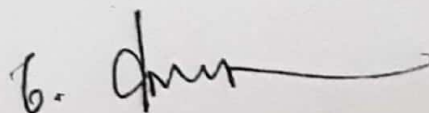
PART - B

III. Answer all the following questions

5X8=40 Marks

11. Internal Choice from Unit 1
Question A or Question B
12. Internal Choice from Unit 2
Question A or Question B
13. Internal Choice from Unit 3
Question A or Question B
14. Internal Choice from Unit 4
Question A or Question B
15. Internal Choice from Unit 5
Question A or Question B

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B.A. PUBLIC ADMINISTRATION

SEMSTER-VI: PAPER: VIII/IX: RURAL AND URBAN GOVERNANCE IN INDIA (CLUSTER)

UNIT-I : Concept of Democratic Decentralization

1. Local Government: Concept, Features and Importance.
2. Democratic Decentralization: concept, Evolution and Significance
3. Evolution of Local Government in India: Community Development Programme and National Extension Service.

Unit-II - Rural Local Governance

4. Balwant Rai Mehta and Ashok Mehta Committee Reports: Structures, Functions and Finances; Second Generation and Third Generation Panchayats
5. Reforms in Panchayat Raj-Features of 73rd CAA Act and Organizational Structures for Panchayathi Raj
6. Intra-Rural Local Government Relationship: Gram Sabha and Gram panchayats; Distribution of Powers and Functions; Intra Tier Responsibilities (The Eleventh Schedule)

UNIT-III: Urban Governance

7. Urbanization in India and Policy and Strategies
8. Evolution of Urban Local Governments in India: Reforms in Urban Local Bodies-Features of 74th CAA Act
9. Urban Local Government-Structure, Functions, Functionaries, Committee System, Finances, Officials and Political Executives (With Special Reference to Andhra Pradesh)

UNIT-IV: Urban Bodies/ Control

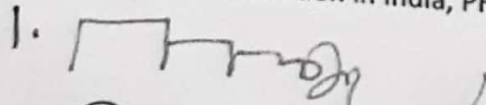
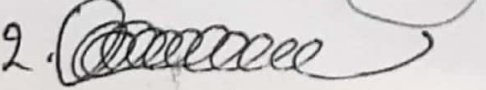
10. Municipal Corporations: Structure, Committee System, Finances, Officials and Political Executives (With Special Reference in Andhra Pradesh)
11. Urban Development Authorities in Andhra Pradesh and their working.
12. State Control and Supervision over Local Bodies.

UNIT-V

13. Micro planning and implementation, Social Audit, Capacity building of Grassroots functionaries.
14. Parallel Bodies and voluntary sector: Self Help Groups, Users Associations
15. Sustainable Development and Challenges to decentralized governance.
16. Rural and Urban Development programmes, Employment and Poverty Alleviation programmes.

Reference Books:

1. Sthanika Prabhutvalu (Tel), Telugu Akademi
2. Ramesh k. Arora & Rajni Goyal, Indian Public Administration: Institutions and Issues (2nd Revised Edition) New Age International Publications, New Delhi, 1995
3. Avasthi & Avasthi, Indian Administration (Sixteenth Edition), Lakshmi Narayan Agarwal, Agra- 2010-11.
4. Siuli Sarkar, Public Administration in India, PHI, New Delhi, 2010.

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA Semester No VI Month & Year March - 2020

Subject PUBLIC ADMINISTRATION Paper No VIII/IX

Title of the Paper: RURAL AND URBAN GOVERNANCE IN INDIA (CLUSTER)

Time: 3Hours

Max Marks: 60

PART - A

I. Answer any FIVE from the following questions 5X4=20 Marks

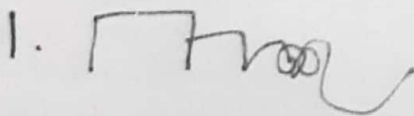
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3. } Two questions
} from Unit -2
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5. } Two questions
} from Unit- 3
- 6.
7. } Two questions
} from Unit -4
- 8.
9. } Two questions
} from Unit -5
- 10.

PART - B

II. Answer all the following questions

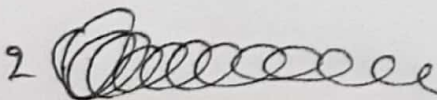
5X8=40 Marks

11. Internal Choice from Unit 1
Question A or Question B
12. Internal Choice from Unit 2
Question A or Question B
13. Internal Choice from Unit 3
Question A or Question B
14. Internal Choice from Unit 4
Question A or Question B
15. Internal Choice from Unit 5
Question A or Question B

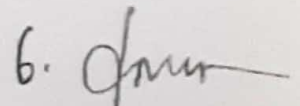
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VIJAYAWADA 520004

B.A. PUBLIC ADMINISTRATION

Semester-VI PAPER: VIII/IX: DISASTERS MANAGEMENT (CLUSTER)

UNIT I: MEANING AND CLASSIFICATION OF DISASTERS

1. Introduction, Classification of Disasters
2. Overview of Natural Disasters in India, Overview of Man-Made Disasters
3. Development vs Environment.

UNIT II: DISASTER PREPAREDNESS: INDIAN CONTEXT

4. Disaster Preparedness in India, Issues involved in Disaster Preparedness
5. Capacity Building for Earthquake Vulnerability Reduction
6. Cyclones and Flood Hazard Mitigation

UNIT III: DISASTER PREVENTION

7. Significance of Disaster Prevention, Issues involved in Disaster Prevention
8. Planning for Disaster Prevention, Prevention Guidelines in case of Selected Hazards

UNIT IV: SEARCH, RESCUE AND EVACUATION

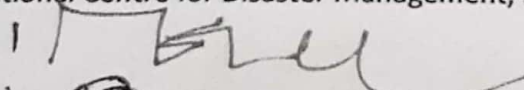
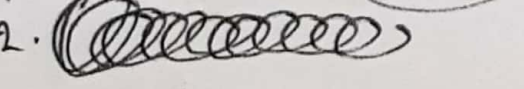

9. Significance of Search and Rescue (SAR), Phases of SAR
10. Logistics and Methods, Behavioural Requirements

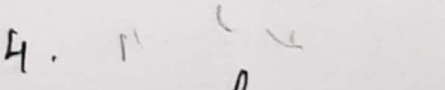
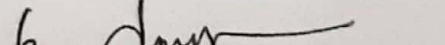
UNIT V: REHABILITATION AND RECONSTRUCTION

11. Concepts of Rehabilitation and Reconstruction, Types of Rehabilitation, Guiding Principles of Rehabilitation and Reconstruction
12. Problem Areas in Disaster Recovery

REFERENCE BOOKS:

1. Center for Research into the Epidemiology of Disasters (CRED), Database, 1997-2001, Belgium. Gol,
2. Economic Survey, 2004-05, Gol, Tenth Plan, 2002-07, Chapter 7, "Disaster Management: The Development Perspective".
3. Goodchild, 1990, "Planning and the modern/post-modern debate", Town Planning Review, Vol. 61, No. 2. Gupta, M.C., Vinod K. Sharma, L.C. Gupta, B.K. Tamani (Eds), 2001, Manual on Natural Disaster Management in India, National Centre for Disaster Management, IIPA.

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA Semester No VI Month & Year March - 2020

Subject PUBLIC ADMINISTRATION Paper No VIII / IX

Title of the Paper: DISASTERS MANAGEMENT (CLUSTER)

Time: 3Hours

Max Marks: 60

PART - A

I. Answer any FIVE from the following questions

5X4=20 Marks

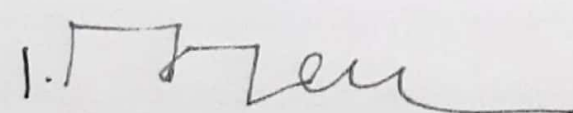

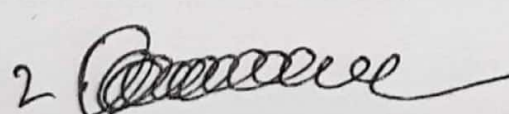
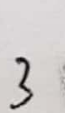
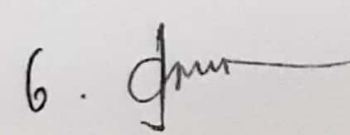
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2. } Unit -1
3. } Two questions from
4. } Unit -2
5. } Two questions from
6. } Unit- 3
7. } Two questions from
8. } Unit -4
9. } Two questions from
10. } Unit -5

PART - B

II. Answer all the following questions

5X8=40 Marks

11. Internal Choice from Unit 1
Question A or Question B
12. Internal Choice from Unit 2
Question A or Question B
13. Internal Choice from Unit 3
Question A or Question B
14. Internal Choice from Unit 4
Question A or Question B
15. Internal Choice from Unit 5
Question A or Question B

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS)

VIJAYAWADA 520004

B.A. PUBLIC ADMINISTRATION

SEMSTER-VI: PAPER: VIII/IX: - FINANCIAL ADMINISTRATION IN INDIA (CLUSTER)

UNIT-I: Financial Administration-Introduction

1. Meaning, Nature and Scope and significance of Financial Administration.
2. Goals, Objectives and Principles of Financial Administration Mixed Economy, Planning Commission (NeetiAayog)

UNIT-II: Budgeting and Budgeting Systems:

3. Fiscal Policy -Equity-and Social Justice
4. Government Budgeting Principles and Functions-Indian Budgetary System
5. Classification of Government Expenditure Public Expenditure, Theories and growth Performance Budgeting, Zero Based Budgeting

UNIT-III: Resource Mobilisation and Funds-Fiscal Federalism

6. Sources of Revenue-Tax and Non-Tax Deficit Financing Public Debt Management and Role of Reserve Bank of India.
7. Financial Appraisal Economic and Social Appraisal Centre-State Financial Relations

UNIT-IV: Financial Control and Accounts and Audit

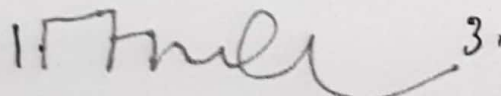
8. Legislative Control, System of Financial Committees Executive Control
9. Accounting system in India Auditing system in India Role of Controller and Auditor General of India

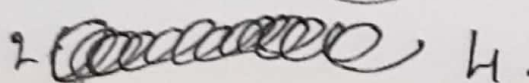
UNIT-V: Financial Administration of Public Enterprises and Local Bodies

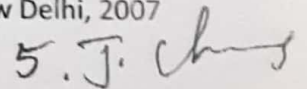
10. Financial Administration of Public Enterprises-liberalisation and privatization.
11. Financial autonomy and Accountability of Public Enterprises-Disinvestment
12. Financial Administration of Urban Governments Financial Administration of Rural Governments

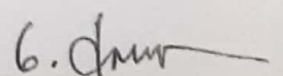
Reference Books:

1. Indian Administration: Telugu Akademi , 2007
2. Mahajan, Sanjeev Kumar and Mahajan AnupamaPuri, Financial Administration in India, PHI, New Delhi, 2014.
3. Avasthi and Maheswari: Public Administration(30th Edition),Laxmi Narayan Agarwal, Agra, 2010.
4. Bhattacharya Mohit, New Horizons of Public Administration,Jawahar Publishers, New Delhi, 2007

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA Semester No VI Month & Year March - 2020

Subject PUBLIC ADMINISTRATION Paper No VIII / IX

Title of the Paper: FINANCIAL ADMINISTRATION IN INDIA (CLUSTER)

Time: 3Hours

Max Marks: 60

PART - A

I. Answer any FIVE from the following questions 5X4=20 Marks

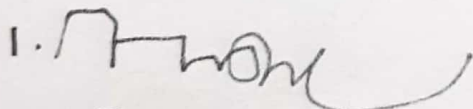
1. } Two questions
2. } from Unit -1
3. } Two questions
4. } from Unit -2
5. } Two questions
6. } from Unit- 3
7. } Two questions
8. } from Unit -4
9. } Two questions
10. } from Unit -5

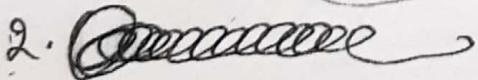
PART - B

II. Answer all the following questions

5X8=40 Marks

11. Internal Choice from Unit 1
Question A or Question B
12. Internal Choice from Unit 2
Question A or Question B
13. Internal Choice from Unit 3
Question A or Question B
14. Internal Choice from Unit 4
Question A or Question B
15. Internal Choice from Unit 5
Question A or Question B

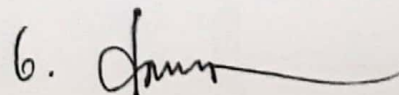
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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS)

VIJAYAWADA 520004

B.A. PUBLIC ADMINISTRATION

SEMSTER-VI PAPER: ENVIRONMENTAL ADMINISTRATION (CLUSTER)
VIII/IX

UNIT-I:

1. Environment: Meaning, Elements and Significance
2. Importance of Environmental Administration-Environmental Degradation Nature and Dimensions

UNIT-II:

3. Causes of Environmental pollution-Sources and effects of Pollution- Types of pollution-Water pollution-Air pollution- Noise pollution.
4. Tourism and Environment-Ozone Layer Protection.

UNIT-III:

5. Environmental Policy-Pre-Independence Period-Post-Independence Period
6. Environmental Information System (ENVIS).

UNIT-IV:

7. Environmental Law-Constitutional aspects of Environmental Law.
8. Statutory Control of Environmental pollution.

UNIT-V:

9. Judicial Response-public Interest Litigation and Environment Protection-New Trends in Judicial Approach.
10. Strategies for Environmental Management.

REFERENCE BOOKS:

1. Paryavarana Adyananam(Tel),Telugu Akademi,Hyd,2007
2. Raj Mohan Sath, Environmental Administration in India, A.P.H.Pubs, New Delhi, 2004.
3. A.K. Tiwari, Environmental Laws in India, Deep & Deep Publications, New Delhi, 2006.

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SRR & CVR GOVERNMENT DEGREE COLLEGE (AUTONOMOUS) :: VIJAYAWADA
MODEL QUESTION PAPER

Class III BA Semester No VI Month & Year March - 2020

Subject PUBLIC ADMINISTRATION Paper No VIII/IX
Title of the Paper: ADMINISTRATION (CLUSTER)

Time: 3Hours ENVIRONMENTAL Max Marks: 60

PART - A

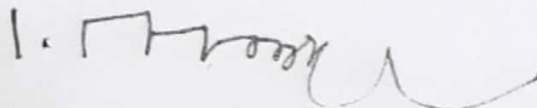
I. Answer any FIVE from the following questions 5X4=20 Marks

1. } Two questions
2. } from Unit -1
3. } Two questions
4. } from Unit -2
5. } Two questions
6. } from Unit- 3
7. } Two questions
8. } from Unit -4
9. } Two questions
10. } from Unit -5

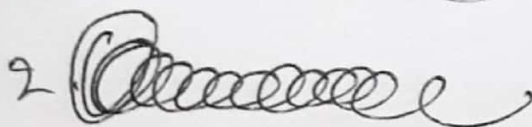
PART - B

II. Answer all the following questions 5X8=40 Marks

11. Internal Choice from Unit 1
Question A or Question B
12. Internal Choice from Unit 2
Question A or Question B
13. Internal Choice from Unit 3
Question A or Question B
14. Internal Choice from Unit 4
Question A or Question B
15. Internal Choice from Unit 5
Question A or Question B

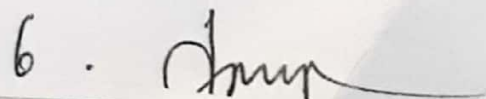
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PAPER-VII:-MANAGEMENT OF RESOURCES

UNIT-I: Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning.

UNIT - II:

3. Recruitment, Selection, Appointment and Promotion.
4. Pay - Components, Principles of Pay & Pay Commissions.

UNIT - III Capacity Building:

5. Performance Appraisal - Rewards and Incentives Management.
6. Human Resource Development- Concept of HRD; Training - Objectives, Types, Evaluation.

UNIT - IV

7. Employee Capacity Building Strategies and Quality Management
8. Human Resource Management Effectiveness and Human Resource Audit, Human Resource Mobilisation.
9. Issues in HRM - Downsizing, Outsourcing, Consultancies

UNIT - V: Financial Management:

10. Meaning, Scope and Importance of Financial Management
11. Budget-Preparation, Enactment and Execution
12. Centre- State Financial Relations, Parliamentary Committees- Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, C&AG.

Reference Books:

1. VanarulaNirvahana(Tel),Telugu Akademi
2. Avasthi and Maheswari: Public Administration, (30th Edition),Lakshmi NarayanAgarwal, Agra ,2010.
3. K. Aswathappa, Human Resource and Personnel Management, McGraw-Hill, New Delhi, 2002.
4. L.M.Prasad: Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 2005.
5. Gangadhar Rao: Human Resource Management, EXCEI Books,New Delhi ,2009.

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VIJAYAWADA 520004

B.A. PUBLIC ADMINISTRATION

SEMSTER-VI: PAPER: VIII/IX: MANAGEMENT OF RESOURCES (CLUSTER)

UNIT-I: Human Resource Management

1. Meaning, Nature, Scope and Significance of Human Resource Management
2. Human Resource Strategy and Planning.

UNIT - II:

3. Recruitment, Selection, Appointment and Promotion.
4. Pay - Components, Principles of Pay & Pay Commissions.

UNIT - III Capacity Building

5. Performance Appraisal - Rewards and Incentives Management.
6. Human Resource Development- Concept of HRD; Training – Objectives, Types, Evaluation.

UNIT - IV

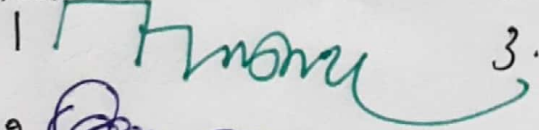
7. Employee Capacity Building Strategies and Quality Management
8. Human Resource Management Effectiveness and Human Resource Audit, Human Resource Mobilisation.
9. Issues in HRM - Downsizing, Outsourcing, Consultancies

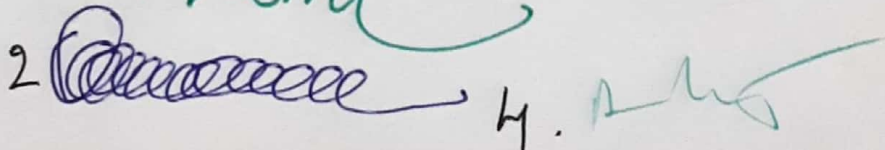
UNIT - V: Financial Management

10. Meaning, Scope and Importance of Financial Management
11. Budget-Preparation, Enactment and Execution
12. Centre-State Financial Relations, Parliamentary Committees- Public Accounts Committee, Estimates Committee, Committee on Public Undertaking, C&AG
13. Material Management - Procurement, Storage and Distribution and Logistics Management.

Reference Books:

1. Vanarula Nirvahana (Tel), Telugu Akademi
2. Avasthi and Maheswari: Public Administration, (30th Edition), Lakshmi Narayan Agarwal, Agra, 2010.
3. K. Aswathappa, Human Resource and Personnel Management, McGraw-Hill, New Delhi, 2002.
4. L.M. Prasad: Principles and Practice of Management, Sultan Chand and Sons, New Delhi, 200

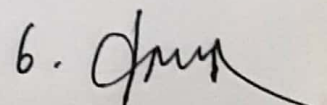
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Essay questions.

1. Define Environmental Administration and explain its elements.
2. Describe the importance of Environmental Administration.
3. Write an essay on environmental degradation.
4. Define environmental pollution? Explain the types of environmental pollution.
5. What is air pollution and explain its reasons.
6. Define noise pollution and explain the causes and effects.
7. How ozone layer depleted and explain the effects and control resources of Ozone layer depletion.
8. Describe various protection Acts?
9. Explain disaster management? Give the information about the Relief Measures.
10. Write an essay on Environmental information system (ENVIS)

1. Write an essay on Environmental Law.
2. Describe the Method of statutory control of Environmental pollution.
13. What are the strategies for Environmental Management

Short answer-questions.

1. Significance of Environmental Administration.
2. Water pollution.
3. Soil pollution.
4. Green House Effect.
5. Bhopal gas Tragedy.
6. Role of Information Technology in the field of Environment protection.
7. public Interest Litigation.
8. what is good drinking water.
9. Write about soil Erosion.
10. Write about benefits and problems with dam
11. Challenges of ~~env~~ Environmental Administration.
12. Tourism.
13. Earth summit