

Doctor Harisingh Gour Vishwavidyalaya

Sagar

MP

(A Central University)



Syllabus for Post Graduate Program under

CBCS

2018-19

Duration: 2 Years

**Department of Political Science and Public
Administration (Code-26)**

School of Humanities and Social Sciences (Code 20)

Department of Political Science and Public Administration

Introduction:

The course provides an opportunity to students to study various aspects of Public Administration- ranging from traditionally taught areas like administrative thought, theories, comparative administration, Indian administration, research methodology, civil services, decentralization, development administration, financial administration, labour law, to the newly emerging areas such as e governance, disaster management, public policy, feminism and gender issues. This course aims at developing analytical powers of students apart from dissemination of important information regarding traditional and emerging aspects in Public Administration.

A General:

- 1- Name of program: Post Graduate
- 2- Duration of program: Two years (Four semesters)
 - (a) Minimum duration: Two years:04
 - (b) Maximum duration: As per university rules
- 3- Structure of program:
 - (a) Number of Core Courses: 12 (each semester 3)
 - (b) Minimum number of Elective Courses to be opted by students:04
 - (c) Minimum number of Open Elective Courses to be opted by students:02
- 4- Credit of Courses:

Course	Credit of each course	Total number of courses	Total credit
Core course	05	12	60
Elective Course	04	04	16
Open Elective	02	02	04
Total			80

- 5- Examination Scheme:

Semester Examination	Distribution of Marks (each paper)
Mid semester	20 marks
Internal Assessment	20 marks
End semester	60 marks
Total	100 marks

- 6- Assessment

Internal Assessment will be done on the basis of any one of the given methodologies.

- (a) Assignment
- (b) Presentation

The distribution of marks for internal Assessment shall be as follows:

- (a) Evaluation of assessment: 15 marks
- (b) Attendance : 05

The marks for attendance shall be awarded as follows:

- (a) 75% and below: 00marks
- (b) >75% and up to 80%: 01 marks
- (c) >80% and up to 85% :02 marks
- (d) >85% and up to 90%: 03 marks
- (e) > 90% and up to 95%: 04 marks
- (f) 95% : 05marks

Note:

- 1- To be eligible to appear in End Semester Examination a student must appear in Mid Semester Examination and Internal Assessment.
- 2- It is compulsory for the students to have 75% attendance in the class room program.

Department of Political Science and Public Administration

Doctor Harisingh Gour Vishwavidyalaya

(A Central University)



Syllabus for MA in Public Administration

Duration 2 Years

Member of Board of Studies of Political Science and Public Administration

1. Dr Anupma Kaushik- Head of Department & Chairperson BOS
2. Prof Anjoo Sharan Upadhyaya- External Expert
3. Prof Rajesh Sharma- External Expert
4. Dr Neha Niranjana- Senior Most Assistant Professor
5. Dr Diwakar Singh Rajput- Faculty Member from Allied/Cognitive Subject
6. Dr Ashok Ahirwar-Faculty Member from Allied/Cognitive Subject

Department of Political Science & Public Administration

Dr. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

M.A. – I Semester Public Administration

School Code: HSS – 20 Subject Code: PUB - 26

Session: 2018-2019 Onwards

S.N.	Name of Course	Name of School	Course	Paper Code	Name of Paper	Per Week Load			
						L	T	P	C
1	M.A. In Public Adm	School of Humanities & Social Science	Core Course I	PUB CC- 126	Administrative Thought	4	1	0	5
2			Core Course II	PUB CC- 127	Theories and Approaches of Public Administration	4	1	0	5
3			Core Course III	PUB CC- 128	Comparative Public Administration	4	1	0	5
4			Elective Course I	PUB EC- 1210	Indian Administration or	4	0	0	4
5			Elective Course I	PUB EC- 1211	Human Resource and Public Administration	4	0	0	4
					Total Credit				19

M.A. – II Semester Public Administration

School Code: HSS – 20 Subject Code: PUB - 26

S.N.	Name of Course	Name of School	Course	Paper Code	Name of Paper	Per Week Load			
						L	T	P	C
1	M.A. In Public Adm	School of Humanities & Social Science	Core Course I	PUB CC- 226	Principles of Organization & Management	4	1	0	5
2			Core Course II	PUB CC- 227	State Administration in India	4	1	0	5
3			Core Course III	PUB CC- 228	Research Methodology	4	1	0	5
4			Elective Course I	PUB EC-1220	Disaster Management in India or	4	0	0	4
5			Elective Course I	PUB EC- 1221	Civil Services in India	4	0	0	4
6			Open Elective	PUB OE- 1222	Understanding Feminism	2	0	0	2
7					One outside elective for our students	20	0	0	2
7					Total credit	21			

M.A. – III Semester Public Administration
School Code: HSS – 20 Subject Code: PUB - 26

S.N.	Name of Course	Name of School	Course	Paper Code	Name of Paper	Per Week Load			
						L	T	P	C
1	M.A. In Public Adm	School of Humanities & Social Science	Core Course I	PUB CC- 326	Decentralization and Local Self Government in India	4	1	0	5
2			Core Course II	PUB CC- 327	Gender and Administration	4	1	0	5
3			Core Course III	PUB CC- 328	Development Administration	4	1	0	5
4			Elective Course I	PUB EC- 1230	Project	4	0	0	4
5			Elective Course I	PUB EC- 1231	E-Governance in India	4	0	0	4
			Open Elective	PUB OE- 1232	Labour Law	2	0	0	2
6					One Outside Elective for our students	2	0	0	2
					Total Credit	21			

M.A. – IV Semester Public Administration
School Code: HSS – 20 Subject Code: PUB - 26

S.N.	Name of Course	Name of School	Course	Paper Code	Name of Paper	Per Week Load			
						L	T	P	C
1	M.A. In Public Adm	School of Humanities & Social Science	Core Course I	PUB CC- 426	Public Personnel Administration	4	1	0	5
2			Core Course II	PUB CC- 427	International Organization and Administration	4	1	0	5
3			Core Course III	PUB CC- 428	Financial Administration	4	1	0	5
4			Elective Course I	PUB EC-1240	Public Policy or	4	0	0	4
5			Elective Course I	PUB EC-1241	Public Institutions in India	4	0	0	4
					Total	19			
					Total Credit in 4 Semesters	80			

M. A. Semester I (Public Administration)

Paper - I (PUB CC- 126)

Administrative Thought

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to gain the deep insight and understanding about the administrative thoughts.

UNIT I: Introduction

Evolution of Administrative Thought

Kautilya: Administrative State

Woodrow Wilson: Politics- Administration Dichotomy

15 Contact hours

UNIT II: Classical Theories of Administration

F.W. Taylor: Scientific Management

Max Weber : Theory of Bureaucracy

Mary Parker Follett: Concept of Power, Authority and Responsibility

15 Contact hours

First mid Term Examination

Written: 20 marks for one hour

UNIT III: Structuralist Thought

Henry Fayol: Principles of Organization

Luther H. Gullick: Principles of Management

Lyndall F. Urwick: Principles of Organization and Management 15 Contact hours

UNIT IV: Human Relations and Development and Development Administration

George Elton Mayo: Human Relations Theory

Chester I. Barnard: Theory of Authority, Organisation, Communication

Fred W. Riggs: Theory of Development Administration

15 Contact hours

Internal Assessment

Written: 20 marks for one hour

UNIT V: Decision Making and Motivational Theory

Herbert A. Simon: Theory of Decision Making

Douglas McGregor: Theory of Motivation

Abraham Maslow: Theory of Motivation

15 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- iz'kklfud fopkjd & ,l-vkj- ekgs'ojhA
- 2- iz'kklfud fopkjd& izlkn ,oa izlkn
- 3- iz'kklfud fopkjd& ujsUnz 'kksjh ,o uhye pkS/kjh
- 4- iz'kklfud fopkjd& lqjsUnz dVkfj;k
- 5- iz'kklfud fopkjd& ehuk

- Ali, Shum Shum Nisa (1984), *Eminent Administrative Thinkers*, New Delhi: Associated Publishing House
- Baker, R.J.S. (1972), *Administrative Theory and Public Administration*, London: Hutchinson
- Bhattacharya, Mohit (2002), *New Horizons of Public Administration*, New Delhi: Jawahar Publications
- George, Chande S. (1974), *The History of Management Thought*, New Delhi: Prentice Hall
- Goel, S. L. (2002), *Advanced Public Administration*, New Delhi: Deep and Deep
- Gross, Bertram (1964), *The Managing of Organizations*, New York: Free Press
- Harman, M. M. and R. T. Mayer (1986), *Organizations Theory for Public Administration*, Boston and Toronto: Little Brown and Company
- Jena, Saroj Kumar (2001), *Fundamentals of Public Administration*, New Delhi: Anmol Publications (P) Ltd
- Kumar, Umesh (1990), *Kautilya's Thought on Public Administration*, Delhi: NBO
- Maheshwari, Sri Ram (2003), *Administrative Thinkers*, New Delhi: Macmillan
- Maheshwari, Sri Ram (1998), *Administrative Theory: An Introduction*, New Delhi: MacMillan India Ltd.
- Mehta, V.R. (1999), *Foundations of Indian Political Thought*, Delhi: Manohar Publication
- Mouzelis, N. P. (1967), *Organization and Bureaucracy: Analysis of Modern Theories*, London: Routledge
- Pattanayak, Raimann, (2002), *Modern Public Administration*, New Delhi: Anmol Publications (P) Ltd.
- Pollard, Harold R, (1974), *Further Development in Management Thought*, London: Heinemann
- Prasad, L. M. (2001), *Organisation Theory and Behaviour*, Delhi: Sultan Chand and Sons
- Prasad, Ravindra D., V. S. Prasad and P. Satyanarayana (eds.) (2005), *Administrative thinkers*, New Delhi: Sterling
- Pugh, D. S. and D. J. Hickson (1989), *Writers on Organisations*, New Delhi: Penguin
- Rao, V.S.P. and P.S. Narayanan (1990), *Organisation Theory and Behaviour*, Delhi: Konark Publications (P) Ltd,

M. A. Semester I (Public Administration)
Paper-II (PUB CC-127)
Theories and Approaches of Public Administration

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to gain the deep insight and understanding about the different theories and approaches of Public Administration.

Unit-I

Public Administration: Meaning, Nature, scope and Significance
 Evolution of Public Administration as a discipline

15 Contact

hours

Unit-II

Public and Private Administration

New Public Administration and New Public Management

15 Contact

hours

First mid Term Examination
 Written: 20 marks for one hour

Unit-III

Bureaucratic theory

Human Relations Theory:

Decision Making: Meaning, Importance, Types, Decision Making Process,

Models of Decision Making, Techniques and Bases,

15 Contact hours

Unit-IV

Classical Approach

Behavioral Approach

Public Choice Approach

15 Contact

hours

Internal Assessment
 Written: 20 marks for one hour

Unit-V

Ecological Approach

Policy Approach

Modern Theory or System's Theory: The Cybernetics Model

15 Contact hours

Recommended Readings:

- 1-yksd iz'kklu% fl)kar ,oa O;ogkj & vfuy dqekj 'kekZA
- 2-yksd iz'kklu % fl)kar ,oa O;ogkj & vfuy xqlrk
- 3-yksd iz'kklu % fl)kar ,oa O;ogkj & izHkqnRr 'kekZ
- 4-yksd iz'kklu ds fl)kar & lqjsUnz dVkfj;k
- 5-yksd iz'kklu ds rRo & MkW0vUrj flag

- Albrow, Martin, *Bureaucracy*, London, Macmillan, 1978.
- Bhattacharya, Mohit, 1981, *Public Administration: Structure, Process and Behaviour*, The World Press Pvt. Ltd., Kolkata.
- Bhattacharya, Mohit, *Restructuring Public Administration Essays in Rehabilitation*, New Delhi, Jawahar Publisher, 1999.
- Bhattacharya, Mohit, *New Horizons of Public Administration*, Jawahar Book Publiaher, New Delhi. (Hindi and English Editions) 2013
- Box, Richard C., 2005, *Critical Social Theory in Public Administration*, Prentice-Hall of India Private Limited, New Delhi.
- Braverman, Harry, 1979, *Labour and Monopoly Capital, The Degradation of Work in the Twentieth Century*, Social Scientist Press, Trivendrum.
- Chakrabarty, Bidyut and Mohit Bhattacharya (Eds), 2003, *Public Administration: A Reader*, Oxford University Press, New Delhi.
- D. Waldo, *Ideas and Issues in Public Administration*, New York, McGraw Hill, 1953.
- Daft, Richard, 1986, *Organisation Theory and Design*, St. Paul, Minn: West.
- Denhardt, Robert B. and Joseph W. Grubbs, 2003, *Public Administration – An Action Orientation*, Fourth Edition, Thomson Wadsworth, Canada.
- Etzioni, Amitai, 1961, *A Comparative Analysis of Complex Organizations*, Free Press, New York.
- Henry, Nicholas, 2001, *Public Administration and Public Affairs*, Sixth Edition, Prentice-Hall of India Pvt. Ltd, New Delhi.
- Holzer, Marc, Richard W. Schwester, *Public Administration: An Introduction*. (Paperback) Publisher: M.E. Sharpe, 2011
- Stevenoff, J. & E.W Russell (ed.), *Defining Public Administration*, Longman, Macmillan, 2000.

- L.D. White, An Introduction to the study of Public Administrator, New York, MacMillan, 1953,
- C. Argyris, Understanding organizational Behaviour, Illionis, Dorsey Press, 1960.
- Nicholas Henry, *Public Administration and Public Affairs*, Prentice Hall, New York and New Delhi 2007

M. A. Semester I (Public Administration)
Paper-III (PUB CC- 128)
Comparative Public Administration

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand administration of various countries and able to do a comparative study.

UNIT I: Meaning and Evolution

Meaning, Nature and Scope of Comparative Public Administration
 Evolution of Comparative Public Administration

15 Contact hours

UNIT II: Methods and Approaches

Methods and Approaches: Riggs, Montgomery, Ferrel Heady

15 Contact hours

First Mid Term Examination.
 Written: 20 marks for one hour

UNIT III: Administrative System of UK

Administrative system, Institutions and Processes of UK

15 Contact hours

UNIT IV: Administrative System of USA

Administrative system, Institutions and Processes of USA

15 Contact hours

Internal Assessment
 Written: 20 marks for one hour

UNIT V: Administrative System of France and Japan

Administrative system of France
 Administrative system of Japan

15 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Reading:

- 1- rgyukRed yksd iz'kklu% & vfuy xqlrka
- 2- rgyukRed yksd iz'kklu% & voLFkh ,oa voLFkh
- 3- rgyukRed yksd iz'kklu% & f=yksdhukFk prqosZnh
- 4- rgyukRed yksd iz'kklu% & jes'k ds- vjksjk
- 5- rgyukRed yksd iz'kklu% & lsok flag nkfg;k ,oa josUnz flag
- 6- rgyukRed yksd iz'kklu% & lqjsUnz dVkfj;k

Readings:

- Arora, Ramesh.K. 1972, Comparative Public Administration, New Delhi: Associated Publishing House
- Chandler, J.A. 2002, Comparative Public Administration, New York: Taylor & Francis
- Farazmand, Ali, 1999, Handbook of Comparative and Development Public Administration, CRC Press
- Heady, Ferrel, 1960, Comparative public administration: a selective annotated bibliography, Maryland: University of Maryland
- Jreisat, Jamil, 2011, Globalism and Comparative Public Administration, Online Publisher: CRC Press
- Raphaeli, N. 1969, Readings in Comparative Public Administration, Boston: Allyn and Bacon
- Vishnoo Bhagwan and Vidya Bhusan. World Constitutions- New Delhi: Sterling Publishers Pvt Ltd, New Delhi.
- William Saffin (ed), 1975, Towards the Comparative Study of Public Administrative,

M. A. Semester I (Public Administration)
Paper-IV (PUB EC-1210)
Indian Administration

L	T	P	C
4	0	0	4

Maximum Marks: 100

Objectives: To help students to understand various nuances of Indian administration.

UNIT I: Historical Evolution: Continuity and Change

Historical legacy of Indian Administration: Ancient to British period.
Perspective of Modern Indian Administration
The Changing Nature of Centre — State Administrative Relations 12 Contact hours

UNIT II: Central Administration

Administration of the Centre: President, Prime Minister, Council of Ministers, Cabinet Committees, Secretariat, Cabinet Secretariat, Ministries and Departments
12 Contact hours
First Mid Term Examination.
Written: 20 marks for one hour

UNIT III: Indian Administration: Themes, Issues and Emerging Challenges

Administration and Politics : Changing Role of Indian State
Administrative Corruption : Redressal Machinery
Administrative Reforms in India: Emerging Challenges
12 Contact hours

UNIT IV: Indian Administration: Important Institutions

National Development Council.
Finance Commission.
Niti Ayog.

12 Contact hours
Internal Assessment
Written: 20 marks for one hour

UNIT V: Indian Administration: Important Institutions

LokPal
Comptroller & Auditor General.
Election Commission.

12 Contact hours
End Semester Examination: 60 marks, 3 hours

Readings:

- 1- Hkkjr esa yksd iz'kklu% & xqIrKA
- 2- Hkkjrh; yksd iz'kklu% & 'kkfyuh ok/kok
- 3- Hkkjrh; iz'kklu% & ch-lh- u:yk
- 4- Hkkjr esa yksd iz'kklu% & MkW-ih-Mh-'kekZ
- 5- Hkkjrh; iz'kklu% & izks- e/kqlwnu f=ikBh

- Arora, Ramesh, K., and Rajini Goyal., 2001, *Indian Public Administration: Institutions and issues*, New Delhi: Wishwa Prakashan for New Age International (P) Ltd.
- Awasthi Amreshwar, 2008, *State Administration in India*, New Delhi: Uppal Publishing House
- Basu, D. D. 2004, *Introduction to the Constitution of India*, New Delhi: Prentice Hall
- Dayal, Ishwar, Muthur Kuldeep and Battacharya M, 1976, *District Administration*, New Delhi: McMillan
- Jain, R.B. 1980, *District Administration: Indian Institute of Public Administration.*
- Khera, S.S., 1974. *District Administration in India*, Asia Publishing House: New York.
- Maheshwari, S. R. 2000, *State Government in India*, New Delhi: Macmillan India
- Maheshwari, Shriram, 1979, *State Government in India*, New Delhi: The Macmillan Company of India
- Maheswari, S.R., 1989, *Indian Administration*, New Delhi: Orient Longman,
- Metha B. 1975, *Dynamics of State Administration*, Chugh Publication (Digitized 2010)
- Misra, S.C. 1972, *Police Administration in India*, Mount Abu: National Police Academy
- Pandey, Lallu Behari, 1984. *The State Executives*; Amar Prakashan: Delhi.
- Puri, K.K. 1985, *Local Government in India*, Jalandhar: Bharat Prakashan
- Pylee, M.V. 1967. *India's Constitution*; Asia Publishing House: Bombay.
- Reddy, Ram. G. and Seshadri K. 1972, *Police in a developing society*, Hyderabad: Osmania University
- Sharma, Phool Kumar, 2008, *Political Aspects of States Reorganization in India*, New Delhi: Mahuni Publication
- Singh, Hoshiar and Mohinder Singh, 1989, *Public Administration in India*, New Delhi: Sterling Publications
- Singh, Hoshiar, 1989, *Indian Administration*, New Delhi: Sterling Publications,

M. A. Semester I (Public Administration)
Paper-V (PUB EC-1211)
Human Resource and Public Administration

L	T	P	C
4	0	0	4

Maximum Marks: 100

Objectives: To help students to understand the value of human resource.

UNIT-I:

Human Resource: Meaning, Features and Importance,
Human Resource Management: Definition, Objectives, Functions, Scope, Importance
Human Resource Development, Planning and Strategy, Job Analysis and Job Design
Human Resource Management in India: Evolution, Need of HRM, Challenges and
Issues
12 Contact hours

UNIT-II:

Performance Management: Concepts, analyzing and improving performance, Performance
Appraisal, Motivation
Reward System: Objectives of compensation and reward system, designing reward style
12 Contact hours
First mid Term Examination
Written: 20 marks for one hour

UNIT-III:

Discipline and Grievances
Career Planning & Development
Counseling: Definition types of counseling, objectives
12 Contact hours

UNIT-IV:

Collective Bargaining
Workers Participation in Management
12 Contact hours
Internal Assessment
Written: 20 marks for one hour

UNIT-V:

Quality of work life, Quality Circles
Management of Workforce Diversity
Employee Welfare and Social Security
12 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- ekuo lalk/ku izca/k& vkj-lh- vxzoky ,oa lqjs'k QkStnkj
- 2- ekuo lalk/ku izca/ku & jktho caly
- 3- ekuo lalk/ku izca/ku & ,u0 ds0 pM~<k
- 4- ekuo lalk/ku fodkl & ds0 lkxj
- 5- ekuo lalk/ku & v'kksd [kqjkuk

- Edwin B, Flippo, Personnel Management, Tata McGraw Hills, International Edition, New Delhi.
- Keith Davis, Human Behaviors at work, Tata McGraw Hill Publishing Company, New Delhi.
- P.C. Tripathi, 2010, Human Resource Development, Sultan Chand & Sons.
- T.V. Rao & Udai Parikh, H.R.D. in 21st Century, Tata McGraw Hill Publishing Company, New Delhi.
- B.S. Bhatia, H.L. Verma, M.C. Garg, H.R.D. Practices, Assimilation and Implications, Deep & Deep Publications, New Delhi.
- Arun Monappa, Industrial Relation, Tata Mac Graw Hill New Delhi.
- H.L. Kaila, Human Resource Management, AITVS Book Distributors, New Delhi.
- Advin B Phillippo, Personnel Management, Mac Graw Hill International Editions,
- Awad, Knowledge Management, Pearrison Education,
- Arun Monappa & Marukh Engineer, Human Resource Management.
- P.R.N. Sinha, I.B. Sinha, S.P. Sekhar, Industrial Relaion, Trade Union and Labour Legislation, Pearson Education.
- T.V. Rao, Future of HRD, Mac Millan India.
- Prem Chandra, Performance Management, Mac Millan India.
- Charantimath, Total Quality Management, Pearson Education.
- Besterfield, Total Quality Management Pearson Education.

M. A. Semester II (Public Administration)
Paper –I (PUB CC- 226)
Principles of Organization & Management

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand principles of organization and management in public administration.

Unit- I Concepts of Organization

Meaning, Nature & Scope of Organization, Base of Organization
Types of Organization (Formal Organization, Informal Organization) 15 contact hours

Unit- II Concepts of Management

Management: Meaning, Nature & Scope of Management.
Relationship among Administration, Organization & Management 15 contact hours

First Mid Term Examination
Written: 20 marks for one hour

Unit- III Theories and Approaches of Organization and Management

Theories of Management: Scientific Management,
Leadership theories: Trait, Situation & Behavioral theories.
Motivational theories of Abraham Maslow, Herzberg & Douglas McGregor
15 contact hours

Unit- IV Administrative Organization

Chief Executive: Meaning, Types, Powers and functions
Line, Staff and Auxiliary Agencies- Staff Agencies in India 15 contact hours

Internal Assessment
Written: 20 marks for one hour

Unit- V Organizational Principles

Hierarchy, Unity of command, Span of Control,
Centralization and Decentralization,
Delegation of Authority, Authority & Responsibility
Coordination and Communication 15 contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- Hkkjr esa iz'kklfud laLFkk,a & vfuy xqIrka
 - 2- yksd iz'kklu ds fl)kar & MkW0jf'e 'kekZA
 - 3- yksdiz'kklu ds fl)kar ,oa O;ogkj & gksf'k;kj flag
 - 4- yksd iz'kklu ds fl)kar ,oa O;ogkj & :edh olq
 - 5- yksd iz'kklu ds fl)kar ,oa O;ogkj& lq"kek ;kno
- Arygris, Chirs, and Schon Donald, 1978, Organizational Learning, Addison-Wesley, Reading, Mass,
 - Arygris, Chris, 1990, Overcoming Organizational Defenses, Allyn-Bacon, Needham Heights, Mass.
 - Gross, Bertram M., 1964, The Managing of Organisations, The Administrative Struggle, The Free Press of Glencoe, Collier-Macmillan, London
 - Kim, D.H., 1993, 'The Link between Individual and Organizational Learning', Sloan Management Review, (Fall), pp. 37-50.
 - Luthans, Fred, 1995, Organizational Behavior, (Seventh Edition), McGRAW-Hill International Editions, New York.
 - Mueller, D.C., 2003, Public Choice III, Cambridge University Press, Cambridge
 - Nooteboom, B., 2000, Learning and Innovation in Organizations and Economies, Routledge, London
 - Pacanowsky, M.E. and O'Donnell-Trujillo, N., 1983, 'Organisational communication as cultural performance', Communication Monographs,
 - Peter, M. Senge, 1990, "The Leader's New Work: Building Learning Organizations", Sloan management Review, Fall,
 - Prasad, L.M, 2004, Organisation Behaviour, Sultan Chand & Sons, New Delhi.
 - Prasad, L.M., 2004, Organisational Behaviour, Suthan Chand & Sons, New Delhi.
 - Pugh, D.S., 1985, Organisation Theory: Selected Readings (Ed), Penguin Books, Middlesex, England.
 - Scott, William G., 1967, "Organisation Theory: A Behavioural Analysis for Management", Homewood, Ill, Irwin.
 - Shafritz, Jay M., 1992, Classics of Organisation Theory, CA: Brooks/Cole, Pacific Grove.

M. A. Semester II (Public Administration)

Paper -II (PUB CC – 227)

State Administration in India

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand the nuances of administration at the level of states in India.

Unit- I: Public administration in Indian states

Introduction of Public administration in Indian states

Relationship between Central and State Administration

Tension between Central and State Administration.

15 contact hours

Unit- II: Executive at State Level

Office of Governor: Functions and Role

Chief Minister and Council of Ministers: Structure, Functions and Role 15 contact hours

First Mid Term Examination
Written: 20 marks for one hour

Unit-III: State Secretariat and Department

Ministries and Department in State Administration

State Secretariat: Structure and Functions

Chief Secretary: Role and functions in State Administration

Secretariat- Directorate Relationship in State Administration

15 contact hours

Unit IV: District Administration in India

Meaning and Structure of District Administration

Function and Role of Collector

15 contact hours

Internal Assessment

Written: 20 marks for one hour

Unit V: Urban and Local Administration in India:

Tehsil: Tehsildar, Blocks – B.D.O's

Control over the District Level Administration in India

Role of Panchayati Raj Institution

15 contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- jkT;ksa esa jkT; iz'kklu& xqlrk
- 2- Hkkjr esa LFkkuh; iz'kklu & izks- vkj-ih-tks'kh
- 3- iapk;r iz'kklu D;k vkSj dSls& th-,l-ujokuh
- 4- Hkkjr esa jkT; iz'kklu &gfj'pUnz
- 5- jkT; iz'kklu & lqjsUnz dVkfj;k
6. e/; izns'k l'kz'kklu - voLFkh ,.M voLFkh
- 7 Hkkjr esa jkT; iz'kklu &ch-,y- QfM+;k]

- Awasthi, Amreshwar, 2008,*State Administration in India*, Uppal Publishing House, New Delhi
- Metha, B.,*Dynamics of State Administration*, Chugh Publication
- S.R.Maheshwari,2000 *State Government in India*, Macmillan India
- Phool Kumar Sharma, 2008, *Political Aspects of States Reorganization in India*, Mahuni Publication, N Delhi.
- Nicholas Henry, 2007,*Public Administration and Public Affairs*, Prentice Hall of India, New Delhi
- Niraja Gopal Jayal, Amit Prakash & Pradeep K. Sharma, *Local Governance in India Decentralization and Beyond*, Oxford University Press,
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- Ram Narayan Prasad, *Urban Local Self-Government In India*, Mittal
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-

Paper- III (PUB CC- 228)
Research Methodology

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand the basics of research methodology.

Unit-I: The Idea of Social Science

Differences between Natural and Social Science,
Research Methods and Research Methodology 15 contact hours

Unit-II Scientific Research in Social Sciences

Nature of Social research: Importance and uses,
Steps in Scientific Research
Difference between pure and applied research 15 contact hours
First Mid Term Examination
Written: 20 marks for one hour

Unit-III: Quantitative and Qualitative Research in Social Science

Quantitative and Qualitative methods
Identification of research problem and Formulation of Hypothesis
Application of Computer in Social Science Research
Research Design 15 contact hours

Unit-IV: Designing the Empirical Research

Sampling techniques: Probability and non-probability techniques
Methods of Data collections: Observation, Questionnaires, Schedule and Interview
15 contact hours
Internal Assessment
Written: 20 marks for one hour

Unit-V: Data Analyzing and Report Writing

Data processing and Data analysis
Preparations of Research Report
15 contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:-

- 1- Ikekftd vuqla/kku & jke vkgqtk
- 2- Ikekftd vuqla/kku & 'kf'kHkw" k.k
- 3- Ikekftd losZ{k.k ,oa vuql/kku & jke vkgwtk
- 4- Ikekftd vuqla/kku & feFkys'k dqekj feJk
- 5- 'kks/k i|fr & lat; Vad

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- tSu] ch-,e-&fjlpZ eSFkksMksykth] t;iqj
- JhokLro vkj-,u- vkuan dqekj flUgk] Ikekftd vula/kku] ds-ds- ifCyds'kUI
bykgkckn-

M. A. Semester II (Public Administration)

Paper- IV (PUB EC- 1220)

Disaster Management in India

L	T	P	C
4	0	0	4

Maximum Marks: 100

UNIT-I: Understanding Disasters

Disaster: Definition, Causes and Impact,

Natural Disasters and Man made Disasters: Meaning and nature and effects.

15 contact hours

UNIT-II: Disaster Management

Concepts in Disaster Management

Definitions and terminologies used in Disaster management

Challenges of Disaster Management in India

15

contact hours

First Mid Term Examination
Written: 20 marks for one hour

UNIT-III: Repercussions of Disasters

Economic Damage,

Loss of Human and Animal Life,

Destruction of Ecosystem

15 contact

hours

UNIT-IV: Consequences and Responses to Disasters: Management and Planning

Post Disaster Management Search, Rescue, Relief and Rehabilitation

Management Planning,

Management of Essential Supplies and Temporary Shelter, Site Management,

Medical Trauma and Stress Management

Early Warning and Prediction Systems

15 contact hours

Internal Assessment

Written: 20 marks for one hour

UNIT-V: Disaster Management

National Disaster Management Framework; financial arrangements; National Policy of Disaster Management

Role of NGOs, community- based Organizations and Media,

Roles and Responsibilities of Government bodies & other organizations in Disaster Management.

15 contact hours

Recommended Readings:

- 1- Hkkjr esa vkink izca/ku & fujautu oekZ
- 2- vkink izca/ku & xksiky feJk
- 3- vkink izca/ku& fu'kkur flag
- 4- vkink izca/ku & uhjt dqekj
- 5- vkink izca/ku & ih-,l-usxh

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- Sahni, Pardeep Et.Al. (Eds.) 2002, Disaster Mitigation Experiences and Reflections, Prentice Hall Of India, New Delhi

M. A. Semester II (Public Administration)

Paper- V (PUB EC- 1221)

Civil Services in India

L	T	P	C
4	0	0	4

Maximum Marks: 100

Objectives: To help students to understand the principles and practices of civil service in India.

Unit I: Civil Services in India

Meaning, Structure and Characteristic,
Roles and Importance

12 Contact hours

Unit II: Civil Services in India

All India Services
Central Civil Services
State level Services-with special reference to MP
Subordinate Services-with special reference to MP

12 Contact hours
First Mid Term Examination
Written: 20 marks for one hour

Unit III: Recruitment, Training, Promotion, Salary and Conditions of Service

The Union Public Service Commission
Recruitment
Training
Promotion
Salary and Conditions of Service

12 Contact hours

Unit- IV: Ethics and Accountability in Civil Service in India

Civil Service Ethics
Accountability and Morale in Civil Service
Responsibility of Civil Servants

12 Contact hours
Internal Assessment
Written: 20 marks for one hour

Unit- V: Issues and Challenges Facing the Higher Civil Service in India

The Generalist Vs Specialist Controversy
Civil Service and the Changing Role of States in India
Civil Service Reforms

12 Contact hours

Readings:

- 1- Hkkjrh; yksd iz'kklu ds u;s vk;ke& eksfgr HkV~Vkpk;Zk
- 2- Hkkjrh; yksdiz'kklu& 'kkfyuh ok/kok
- 3- Hkkjrh; iz'kklu & 'kekZ ,oa Inkuk
- 4- Hkkjrh; iz'kklu & izks0 e/kqlwnu f=ikBh
- 5- Hkkjrh; yksd iz'kklu & voLFkh ,oa egs'ojh

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- Shrivastava, G.P, The Indian Civil Service

M.A. Semester II (Public Administration)
Paper VI (PUB OE- 1222)
Understanding Feminism

L	T	P	C
2	0	0	2

Maximum Marks: 100

Objective: To give an understanding of role of gender in governance in India.

Unit I: Feminism: a Conceptual Framework

Meaning and Growth of Feminism

6 Contact hours

Unit II: Types of Feminism

Gender Reform Feminism: Liberal, Marxist, Post Colonial.

6 Contact hours

First Mid Term Examination
Written: 20 marks for one hour

Unit III: Types of Feminism

Gender Resistance Feminism: Radical, Lesbian, Psycho-analytical.

6 Contact hours

Unit IV: Types of Feminism

Gender Rebellion Feminism: Multicultural, Social Construction, Men and Post modern.

6 Contact hours

Internal Assessment
Written: 20 marks for one hour

Unit V: Challenges to Feminism

Various Challenges to Feminism: Patriarchy, Religion, fundamentalism and Reactionary views.

6 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

1 & Hkkjrh; lekt esa efgyk,W & ehjk nslkbZA

2 & fL=;kW ijns ls iztkra= & nq";Ur dqekjA

3 & tkfr lekt fi=IRrk & mek pØorhZA

4 & L=h vf/kdkjksa dk vkSfpR; lk/ku & esjh oksYVosLVuØkQ~VA

5 & bdkS QsefuTe & ds cutkA

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- De Beauvoir, *The Second Sex*, Penguin, Harmondsworth.
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- Neera Desai, *Women in Modern India*.
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- Ranjana Kumar, *Women in Decision Making*, Vikas, New Delhi.
- Leela Dubey, *Visibility and Power*, OUP, New Delhi.

M.A. Semester III (Public Administration)
Paper –I (PUB CC -326)
Decentralization and Local Self Government in India

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand the concept of decentralization and functioning of local self government in India.

Unit I: Concept and Growth of Local Self Government in India

Meaning and Importance of Decentralization and Local Self Government

Rise and Growth of Local Self Government in India

Weaknesses and strength of Local Self Government in India 15 Contact hours

Unit II: Contemporary Rural Local Self Government in India

Rural Local Administration in India before 73rd Constitutional Amendment:
Characteristics and Role

Panchayati Raj System after 73rd Constitutional Amendment : Characteristics and Role
15 Contact hours

First Mid Term Examination
Written: 20 marks for one hour

Unit III: Contemporary Urban Local Self Government in India

Urban Local Administration before 74th Constitutional Amendment: Characteristics and Role

Municipality System after 74th Constitutional Amendment: Characteristics and Role
15 Contact hours

Unit IV: Rural and Urban Development Programmes

Employment and Poverty Alleviation Programs

Housing, Water Supply and Sanitation Schemes 15 Contact hours

Internal Assessment
Written: 20 marks for one hour

Unit V: District Administration in India

Meaning of District Administration

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- iapk;rhjkt O;oLFkk & ch-lh- u:yk
- 2- Hkkjr esa LFkkuh; iz'kklu & izks-vkj-ih-tks'kh
- 3- iapk;rhjkt ds uohu vk;ke& vkj-ih-tks'kh
- 4- Hkkjrh; LFkkuh; iz'kklu & psrdj >k
- 5- LFkkuh; Lo'kklu & lqjsUnz dVkfj;k

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M.A. Semester III (Public Administration)

Paper - II (PUB CC- 327)

Gender and Administration

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand the interplay of gender and administration.

UNIT I: Theoretical Foundation

Feminist Theories and their Application to Public Administration

Theory of Differences

Incorporating a Feminist Perspective, Female Friendly Policies 15 Contact hours

UNIT II: Gender and Diversity in Public Administration

Gender Diversity in Civil Service, Policy Formulation and Delivery of Public Services

Statutory and Constitutional Legal Framework for Gender Equality 15 Contact hours

First Mid Term Examination

Written: 20 marks for one hour

UNIT III: Gender and Sustainable Development

Sustainable Development and Social Justice

Women in Budgeting and Financial Management 15 Contact hours

UNIT IV: Gender and Public Administration: Issues and Obstacles

Female Practitioners and Female Managers

Female Perspectives in Local Government 15 Contact hours

Internal Assessment

Written: 20 marks for one hour

UNIT V: Gender Administration: Challenges and Prospects

Women in Public Sectors: Opportunities & Obstacles on the Path to Activism and Leadership

Future of Women in Public Administration

15 Contact hours

End Semester Examination: 60 marks. 3 hours

Recommended Readings:

- 1- efgyk ,oa cky dkuwu & uhrk 'kekZ
- 2- efgyk dkuwu ,oa ekuo vf/kdkj & d`".k dqekj 'kekZ
- 3- vk/kqfudrk vkSj efgyk mRihM+u & ehuk{kh fu'kkar flag
- 4- egkuxjksa esa efgyk vijk/k % ladV vkSj lapsruk & MkWO vi.kkZ flag
- 5- yksdziz'kklu & ih-lh- u:yk

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M.A. Semester III (Public Administration)

Paper III (PUB CC-328)

Development Administration

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand the role of administration in developmental process.

Unit- I

Concept of development and development Administration: Meaning, Aims, Features, Nature & Scope,
 Importance of Development Administration,
 Development Administration and Traditional Administration 15 Contact hours

Unit- II

Administrative Development: Meaning, Features, Problems,
 Administrative Development in Political, Economic and Social Context 15 Contact hours

First Mid Term Examination
 Written: 20 marks for one hour

Unit-III

Public Participation in Development: Meaning, Nature, Forms of Participation, Development and Environment
 Interaction among Bureaucracy with Politicians, Technocrats, Social Scientist, Educationalist And Journalists 15 Contact hours

Unit-IV

Policy making and Bureaucracy, Policy making in India, Process of Policy Execution, Role of Bureaucracy in Policy Formulation, Policy Implementation System in India, Policy Evaluation 15 Contact hours

Internal Assessment
Written: 20 marks for one hour

Unit- V Administrative Efficiency for Development, Some issues Relating to Development,
Five Year Plan and Bureaucracy
Role of Collector in Development, Role of BDO in Development
Citizen and Administration, Citizen Charter

15 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- fodkl iz'kklu & izhfr tks'kh
- 2- fodkl iz'kklu & vkuan voLFkh
- 3- Hkkjr esa LFkkuh; 'kklu & ,l-vkj-egs'ojh
- 4- LFkkuh; iz'kklu & lqjsUnz dVkfj;k
- 5- fodkl Lo'kklu & vkj-ds-lizw

- Faisal Al-salem - The Ecology of Development Administration.
- Fred W. Riggs - Foriters of Development Administration.
- IrringSwerdlow (ed.) - Development Administration in Asia.
- Joseph La Palombara (ed.) - Bureaucracy and Political Development.
- Gunnar Myrdal - Asian Drama.

M. A. Semester III (Public Administration)
Paper- IV (PUB EC- 1230)
Research Project

L	T	P	C
4	0	0	4

Maximum Marks: 100

Objectives: A research project that enables students in the M.A. in Public Administration to develop and demonstrate not only their understanding of a body of academic literature, but also their ability to draw upon that literature in order to conduct a sustained analysis in support of a proposition or argument concerning a particular aspect of public administration. Marks distribution would be: first assessment 20, second assessment 20 and 50 for evaluation of project and 10 for viva.

M.A. Semester III (Public Administration)
Paper-V (PUB EC-1231)
E-Governance in India

L	T	P	C
4	0	0	4

Maximum Marks: 100

Objective: To help students to understand the nuances of E-Governance in India.

Unit- I: Meaning and Concept and Characteristics of E- Governance

Evolution of E-Governance

Models of E-Governance and Transparency

12 Contact hours

Unit- II:

E- Learning: Digital library and Portfolio

E- Governance and Democracy

E- Governance and Information Dissemination

12 Contact hours

First Mid Term Examination

Written: 13 marks for one hour

Unit-III:

Public Accountability in a Network Society

Legal and Policy Framework of E-Governance in India

ICT and local Self- Governance

12 Contact hours

UNIT-IV: E-Governance and Public Service Delivery in India

ICT and Rural Development

ICT and Urban Development

ICT and Women Empowerment

12 Contact hours

Internal Assessment

Written: 13 marks for one hour

UNIT- V:

Distance Education System and Virtual Learning Programmes

Utility of E-Governance

Limitation of E-Governance: Issues and Challenges in ICT Applicability

12 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- bZ& 'kklu] usr`Ro rFkk ukxfjd iz'kklu & oh-ds-f=ikBh
- 2- lq'kklu & ,u-HkkLdj jko
- 3- lq'kklu & lqjsUnz eqa'kh
- 4- LFkkuh; Lo'kklu & okjFkoky
- 5- bZ&'kklu & ,e0ih0,0 017 Gullu baba Publishing house (PV. LTD)

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- Gupta, MP, Prabhat, Kumar, and Jaijit, Bhattacharya (2004), *Government Online Opportunities and Challenges*, New Delhi: Tata McGraw-Hill Publishing Company Ltd.
- Heeks, Richard and S C Bhatnagar (1999), “Understanding (Information Systems) Success and Failures in Information Age Reform”, in Heeks, Richard (eds.), *Reinventing Government in the Information Age*, London: Routledge,
- Mathiason, John (2009) *Internet Governance: The New Frontier of Global Institutions*, New York: Routledge.
- Mehdi Khosrow-Pour (2005), *Practicing E-Government: A Global Perspective*, London; Idea and OECD Group Publishing.
- Mohanan, P, and Bhatnagar, S C (2000) ‘*Understanding Corporate Use of the Internet in India*’, *Delivering Service Quality*, New Delhi: Macmillan.
- Report (2000), Ministry of Information Technology, Government of India, New Delhi.

M.A. III Semester (Public Administration)
Paper –VI (PUB-OE 1232)
Administration of Labor Laws in India

Maximum Marks: 100

Objective: To give an understanding and awareness about the various labor laws in India.

Unit- I: Introduction

Labor Laws: Meaning and Definition, History of Labor Laws
Evolution and Characteristic Features of Labor Laws in India

L	T	P	C
2	0	0	2

Unit- II: Constitutional provisions and Labor Policy in India

Constitutional provisions with regard to labor laws
Labor Policy of India, Classification of Labor Laws

First Mid Term Examination

Written: 20 marks for one hour

Teaching schedule: 15 hours approximately

Unit- III: labor laws related to Industrial Relations and Wages Laws

Trade Unions Act 1926: Objectives, Provisions, Importance
Industrial Disputes Act 1947: Objectives, Provisions, Importance
Payment of Wages Act 1936: Objectives, Provisions, Importance
Equal Remuneration Act 1976: Objectives, Provisions, Importance

Internal Assessment

Written: 20 marks for one hour

Teaching schedule: 15 hours approximately

Unit-IV: Welfare Labor Laws in India

Workmen Compensation Act 1923: Objectives, Provisions, Importance
Employee State Insurance Act 1948: Objectives, Provisions, Importance

Unit-V: Social Security related Labor Laws in India

Maternity Benefit Act 1961: Objectives, Provisions, Importance 1
Employee State Insurance Act 1948: Objectives, Provisions, Importance

Teaching schedule: 15 hours approximately

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

1- Je ,oa vkS|ksfxd fof/k & MkW0 xaxk lgk; “kekZ

2- Jfed fof/k;ka & bUnzthr flax

3- vkS|ksfxd ,oa Jfed fof/k;ka & “kqDyk ,oa frokjh

4 Hkkjr esa Je vf/kfu;e & vkj-lh- vxzoky

5 Je dkuwu & vt; xxZ

- S.K. Puri : Labour and Industrial Laws, Allahabad Law Agency.
- S.N. Mishra, Labour & Industrial Laws, Pioneer Books, New Delhi.
- G.M. Kothari, A Study of Industrial Laws (N.M. Tripathi, Bombay)
- N.D. Kapoor, Handbook of Industrial Laws, Sultan Chand, New Delhi.
- B.K. Batra & N.K. Kalra, Mercantile Law Including Company & Industrial Laws, Tat McGraw Hills Publishing House, New Delhi

M.A. Semester IV (Public Administration)

Paper -I (PUB CC- 426)

Public Personnel Administration

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand the nuances of public personnel administration.

Unit- I: Concepts of Public Personnel Administration

Personnel Administration: Meaning, Nature, Scope and its Importance 15 Contact hours

Unit- II: Concepts of Bureaucracy

Bureaucracy: Meaning, Nature, Types,
Evolution of Modern Bureaucracy, Criticism of Max Weber's Theory
Bureaucracy and Environment (Political, Social and Economic) 15 Contact hours

First Mid Term Examination
Written: 20 marks for one hour

Unit-III: Processes in Personnel Administration

Classification of Post (Rank/Position and Duties)
Recruitment: Spoils System V/s Merit System, Types of recruitment
Training and Promotion 15 Contact hours

Unit-IV: Employee- Employer Relations and Personnel Welfare

Discipline for Personnel, Personal Welfare (Health, Security and Welfare)
Superannuation and retirement benefits: Pension Schemes, Gratuity, Leave, Encashment
and other benefits 15 Contact hours
Internal Assessment
Written: 20 marks for one hour

Unit-V: Issues in Personnel Administration

Neutrality and Anonymity, Morale and Personnel behavior
Personnel organization and Employees participation 15 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- mPprj yksd iz'kklu & ,l-vkj-ekkg's'ojh
- 2- yksd iz'kklu & voLFkh ,oa ekgs'ojh
- 3- dkfeZd iz'kklu & lqjsUnz dVkfj;k
- 4- yksd iz'kklu & ch-lh- u:yk
- 5- Hkkjr esa yksdiz'kklu & ch-,y-QfM+;k

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- O. Glenn Stahl - Public Personnel Administration
- Rey N.C. - Civil Service in India
- Van Ripper - History of U.S. Civil Service.

M.A. Semester IV (Public Administration)
Paper-II (PUB CC-427)
International Organization and Administration

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand the structure and functioning of important international organizations.

Unit-I: Meaning and Nature of International Organization

United Nations and its Administrative Functions
Composition of General Assembly: Membership, Voting System,
Functions and Powers
Structure of Security Council: Membership, Meeting Process, Voting System
Powers and Functions of Security Council: Veto Power, Collective Security

15 Contact hours

Unit-II: Structure of Secretariat and ICJ

Composition of UN Secretariat: Appointment of Secretary General and others,
Functions of Secretary General
Structure and Functions of International Court of Justice (ICJ)
Recruitment Process of UN Civil Service

15 Contact hours

First Mid Term Examination
Written: 20 marks for one hour

Unit-III: Composition and Administration of International Financial Institutions

Structure and Functions of International Monetary Fund (IMF)
Structure and Functions of World Bank
Structure and Functions of World Trade Organizations (WTO)

15 Contact hours

Unit-IV: Administration of EU

Composition of European Union (EU)
Membership and Decision Making process of EU Parliament
The European Union Council
Structure of the European Court of Justice

15 Contact hours

Internal Assessment
Written: 20 marks for one hour

Unit-V: Asian Regional Organisations

Structure and Functions of Association of South East Asian Nation (ASEAN)
Structure and Functions of SAARC.

15 Contact hours

End Semester Examination: 60 marks, 3 hours

Recommended Readings:

- 1- varjkZ"V^{ah}; laxBu & MkW- jkekuan xsjksyk
- 2- 21oh 'krkCnh esa vUrZjk"V^{ah}; laxBu & iq"is'k iaFk
- 3- Hkkjr esa iz'kklfud laLFkk,as & vfuy xqlrk
- 4- vUrZjk"V^{ah}; laxBu & ch-lh- u:yk

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M.A. Semester IV (Public Administration)

Paper – III [PUB CC -428]

Financial Administration

L	T	P	C
4	1	0	5

Maximum Marks: 100

Objectives: To help students to understand various nuances of financial administration.

Unit-I: Fundamentals of Financial Administration and Budget
 Meaning, Characteristics and Principles of a Financial Administration
 Concept of Budget: Meaning, Characteristics and Importance
 15 Contact hours

Unit-II: Types of Budget: Performance Budget, Zero- Base Budgeting,
 Program Budgeting System and Outcome Budgeting
 Changing Character of Budgeting
 Budget as an Instrument of Socio-Economic Development and Management
 15 Contact hours
 First Mid Term Examination
 Written: 20 marks for one hour

Unit-III: Preparation of Budget
 Role of Finance Ministry
 Enactment of Budget
 15 Contact hours

Unit-IV: Legislative Control over Budget
 Standing Committees, Financial Committees
 15 Contact hours

Internal
 Assessment
 Written: 20 marks for one hour

Unit-V: Accounts and Audit System in India
 Meaning and Evolution of Accounting and Audit
 Structure of Audit Department of India
 Comptroller and Auditor General (CAG)

Recommended Reading:

- 1- yksd iz'kklu & ch-,y-QfM+;k
- 2- yksd iz'kklu& ch-lh-u:yk
- 3- Hkkjrh; iz'kklu & ch-lh-u:yk
- 4- Hkkjrh; iz'kklu & ih-Mh- 'kekZ
- 5- jktLo iz'kklu & flag
- 6- Hkkjrh; yksdiz'kklu & voLFkh vkSj ekgs'ojh

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M.A. Semester IV (Public Administration)
Paper - IV (PUB EC- 1240)
Public Policy

L	T	P	C
4	0	0	4

Maximum Marks: 100

Objectives: To help students to understand the concept of Public Policy.

UNIT I: Public Policy: Introduction

Concept and Characteristics of Public Policy
Nature of Public Policy

12 Contact hours

UNIT II: Public Policy : Process and Significance

Policy Making Process
Significance of Public Policy
Challenges of Public Policy formulation

12 Contact hours

First Mid Term Examination.
Written: 20 marks for one hour

UNIT III: Models of Public Policies

Systems Model for Policy Analysis
Institutional Approach, Rational Policy-Making Model
Incremental Approach
Dror's Normative-Optimum Model

12 Contact hours

UNIT IV: Policy Making Institutions

Executive, Legislative and Judiciary
Political Parties

12 Contact hours

Internal Assessment
Written: 20 marks for one hour

UNIT V: Major Actors in Policy Making

Role of Pressure Groups, NGOs, Intellectuals, Media, Public

12 Contact hours

Recommended Readings:

- 1- tufgr ;kfpdk & MkW-,p-,e-feRry
- 2- yksdfgr eqdnesa] fof/kd lgk;rk ,oa fof/kd Isok;sa& MkW-gfjeksgu feRry
- 3- Hkkjrh; iz'kklu & voLFkh
- 4- yksd iz'kklu & ch-,y-QfM+;k
- 5- yksdz'kklu ds u;s vk;ke& eksfgr HkV~Vkp;Z

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M. A. Semester IV (Public Administration)

**Paper- V (PUB EC- 1241)
Public Institutions in India**

L	T	P	C
4	0	0	4

Maximum Mark 100

Objectives: To help students to understand important public institutions in India.

UNIT I:

Concept of Institution and Institutionalism (Historical, Public Choice etc)
Difference between civil Institutions and Political Institutions
12 Contact hours

UNIT II:

Concept of Laissez Faire State, Welfare State and Administrative State
Democracy and Administration: Role of Bureaucracy, Political Parties and Pressure Groups
12 Contact hours

First Mid Term Examination
Written: 20 marks for one hour

UNIT III: Institutions of Government and Their Control over Administration

Legislature, Executive and Judiciary – Functions and Roles
Legislative, Executive and Judicial Control over Administration
12 Contact hours

UNIT IV:

Accountability in Administration
Transparency and Administrative Responsiveness
Recent Steps taken by the Government
12 Contact hours
Internal Assessment
Written: 20 marks for one hour

UNIT V: New Institutional Mechanism of Governance

CBI
Central Information Commission

Recommended Readings:

- 1- tufgr ;kfpdk & MkW-,p-,e-feRry
- 2- yksdfgr eqdnesa] fof/kd lgk;rk ,oa fof/kd lsok;sa& MkW-gfjeksgu feRry
- 3- Hkkjrh; iz'kklu & voLFkh
- 4- yksd iz'kklu & ch-,y-QfM+;k
- 5- yksdz'kklu ds u;s vk;ke& eksfgr HkV~Vkpk;Z

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