

MASTER OF ARTS IN PUBLIC ADMINISTRATION

M.A. (PUBLIC ADMINISTRATION)

FIRST YEAR

COURSE CODE :29

PAPER CODE : H1010

PAPER I - THEORIES OF PUBLIC MANAGEMENT

- UNIT I Concepts and Theories of Public Management – Nature of Public Management – Its Relationship with Private Management – approaches to the Study of Public Management.
- UNIT II Principles and Practice of Modern Management: Scientific Management: Modern Techniques of Management – Behaviouralists’ and Human Relationists’ Contribution to Management.
- UNIT III Organisational Aspects of Management, Nature, Scope and Significance – Organisational Design.
- UNIT IV Managing in the 21st Century, Automation, Computerisation, Management in the Global Environment.
- UNIT V Decision Making: Operational Research and Quantitative Techniques.
- UNIT VI Tools and Techniques of Organisation: Decentralisation, Delegation, Directing, Communication, Leadership, Budgeting.
- UNIT VII Planning and Strategic Management: Nature and Purpose of Planning, Types of Strategies, Situational Analysis.
- UNIT VIII Recent Trends in Public Management.

Reference Books

1. L.M. Prasad: Organisational Theory and Behaviour.
2. Arora, R.K.: Public Administration.
3. Basu, R.: Public Administration.
4. Rowat, Donald: Basic Issues in Public Administration.
5. Sriram Maheswari and A. Avasthi: Principles of Public Administration.
6. Caiden, Gerald: The Dynamics of Public Administration (Hinsdale, Illinois Dryden Press, 1971).
7. Self, Peter: Administrative Theories and Policies (London, Allen and Unwin, 1992).

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H1020

PAPER – II - PUBLIC PERSONNEL MANAGEMENT

- UNIT I Nature, Scope and Importance of Public Management.
- UNIT II Bureaucracy: Meaning – Max Weber’s concept of Bureaucracy – Maladies of Bureaucracy: Neutrality of Civil Service.
- UNIT III Rank Classification – Staffing – Recruitment – Problems of Recruitment in USA, Britain and India.
- UNIT IV Principles of Promotion, Welfare of Personnel, Control and Discipline of Personnel in Britain, USA and India.
- UNIT V Training : Objectives and Types of Training : Pre-Service, and In-service Training in UK, USA and India.
- UNIT VI Employer – Employee Relations: Right of Association – Right to Strike - Machinery of Redressal of Grievances in USA, Britain and India.
- UNIT VII Integrity in Administration: Modes, Causes and Consequences of Corruption: Remedial Measures.
- UNIT VIII Performance Appraisal – Career Development and Career Planning, Personnel Research and Reforms, Superannuation – Issues of settlement of Retirement Benefits.

Reference Books

1. Stahl. G.: Public Personnel Administration (Oxford, IBH0.
2. Rowland, KM, Sherman, J.L. and Ferris, G.R.: Issues in Personnel Management (Allyn and Badon).
3. Sapru, R.K.: Civil Service Administration in India (Deep and Deep Publ.).
4. Fry, Geoffrey, K.: Changing Civil; Service (G.A.V).
5. Duivedi, R.S.: Management ;of Human resources (Oxford – IBH).
6. S.L. Goyal: Public Personnel Administration.

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H1030

PAPER – III - PUBLIC FINANCIAL MANAGEMENT

- UNIT I Nature, Scope and Importance of Public Financial Management.
- UNIT II Budget: A Tool of Legislative Control - Social and Economic Implications of a Budget – Financial Policy and Financial Analysis.
- UNIT III Features of British Budgetary System – Control over Expenditure in Britain – Accounting and Auditing in Britain.
- UNIT IV US Budgetary Procedure – Control over Expenditure in USA – Accounting and Auditing in USA.
- UNIT V Aspects of Indian Budgetary system - Budgetary Procedure in India – Union and State Financial Relations.
- UNIT VI Administrative, Parliamentary and Audit Control over Public Expenditure in India.
- UNIT VII Performance Budgeting: Meaning, Advantages and Disadvantages.
- UNIT VIII Tax Administration in India and Public Debt Management in India.

Reference Books

1. Willoughby and Lindsay: Financial Administration of Great Britain (G.A.V.).
2. Burkhead, J.: Government Budgeting (J.W.S.).
3. Thevaraj, M.J.K: Financial Administration of India.
4. Premchand, S.: Control of Public Expenditure in India (Allahabad).

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H1040

PAPER – IV -INDIAN ADMINISTRATION

- UNIT I Nature and Scope of Indian Administration – Landmarks in the Evolution of Indian Administration.
- UNIT II Central Secretariat: Organisation and Working in Secretariat – Tenure System, Department and Ministry, Functions of Different Grades – Prime Minister’s Office and Cabinet Secretariat.
- UNIT III Central Executive and Subordinate Agencies: Problem of Effective Communications and Patterns of their Relationship.
- UNIT IV Constitutional Authorities: Comptroller and Auditor General of India, Election Commission, Finance Commission, Planning Commission, Commissioner for SC and ST.
- UNIT V Administration of Public Undertakings – Forms of Public Undertakings – Autonomy, Principles of Recruitment, Committee on Public Undertakings - Process o Privatization.
- UNIT VI State Secretariat – Organisation and Functions of the State Secretariat, Chief Secretary.
- UNIT VII District Administration – Role of District Collector, District Administrative Hierarchy – Revenue Divisions and Tehsil – Development Administration in Districts.
- UNIT VIII Local Self Government: Urban and Rural – Emerging Challenges.

Reference Books

1. Maheswari, Shiram: Indian Administration (Orient Logman Ltd., Asaf Ali Road, New Delhi-2) (Latest Edition).
2. Singh, Hoshier and Singh, Mohinder: Public Administration in India (Sterling) (Latest Edition).
3. Chadurvedi, T.N.: State Administration in India (I.I.P.A., New Delhi).

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H1050

PAPER – V - COMPARATIVE ADMINISTRATIVE SYSTEM

- UNIT I Nature and Scope of Comparative Public Administration – Contribution of Fred Riggs with particular reference to Prismatic Model.
- UNIT II Functions of Administrative State – Administrative System and Welfare State – New Public Administration: Humanism, Decentralisation, Pluralism and Dignity of the Individual.
- UNIT III Administrative System under Parliamentary System of Government – Administrative System under Presidential System – Characteristics of Administrative in Dictatorial State.
- UNIT IV United Kingdom: Organisation and Structure of Departments – Personnel Management – Financial Management.
- UNIT V United States of America : Central Government – Organisation and Structure of Departments – Personnel Management – Financial Management.
- UNIT VI France: French Administrative System – Party and Administration – Decision Making – Administrative Reforms.
- UNIT VII China: Nature of Administration – Decision Making in China – Importance and Role of Party in Administration,
- UNIT VIII Problems of Administration in Nigeria: Nation Building Challenges: Role of Army in Administration.

Reference Books

1. John Green Wood and David Wilson: Public Administration in Britain

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

SECOND YEAR

PAPER CODE : H2010

PAPER – VI - DEVELOPMENT ADMINISTRATION

- UNIT I Concept of Development – Development Administration: Meaning, Nature, Scope, Significance and Approaches.
- UNIT II Theories of Development Administration: Edward Weidner's and Fredrick's Model.
- UNIT III Modernisation and Development Administration: Aims and Objectives, Socio-Cultural Context of Development Administration.
- UNIT IV Organisational Development: Bureaucracy and Development, MBO MIS, FERT, Network Analysis, Automation, Communication and Motivation
- UNIT V Organisation, Structure and Functions: organizational Machinery at Centre and State, Decentralised Administration.
- UNIT VI Planning and Finance in Development Administration: Planning in India, Plan Implementation, Monitoring and Evaluation, Budgeting, Participation in private Enterprise.
- UNIT VII Dimensions of Development Administration: Tribal Development, Ecological Development and Planning, HRD, Globalisation, Research in Development Administration.
- UNIT VIII Recent Trends in Development Administration : Problems and Prospects.

Reference Book

1. Sharma: Development Administration (2 Vol.)

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H2020

PAPER –VII - PUBLIC POLICY ANALYSIS

- UNIT I Concept of Public : Its nature and Significance, Harold Lowell’s Analysis of Power and Policy Science, Public Choice Theories.
- UNIT II Approaches to the Study of Public Policy and its Analysis.
- UNIT III Public Policy in the Making: Political objectives, Administrative Constraints, Research Experience in Policy Formulation.
- UNIT IV Public Policy Execution: Forces that Influence on Policy Executions, Feed Back in Policy Revision.
- UNIT V Public Policy Evaluation: Role of Public Opinion, Press, Professional Bodies – Election Manifestoes, New Policy Formulation, Cost Benefit Analysis.
- UNIT VI Research Experience, Techniques of Public Policy Analysis, Informatics, Acquisition of Specialisation, Use of Automation.
- UNIT VII Evaluation Appraisal: Policy Evaluation of Past, Present and Future.
- UNIT VIII Research Report Writing: methodological Issues.

Reference Books

1. William N. Dum: Public Policy Analysis – An Introduction –m Englewood prentice Hall, 1981.
2. Devika Pani: Public Policy Formulation and Implementation in India – Devika Publications, 1995.
3. Jim Tomlinson: Public Policy & Economy Since 1900 – Oxford Clarendon Press, 1990
4. George, C. Edwards & Ira Sharkansky: The Policy Predicament - Making and Implementing Public Policy – Allied Publishers – New Delhi 1979.

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H2030

PAPER – VIII - LABOUR WELFARE ADMINISTRATION IN INDIA

- UNIT I Conceptualising Labour Welfare: Genesis and Development – Welfare Principles covering Marxist, Socialist and Democratic perspectives.
- UNIT II Evolution of Labour Welfare in India – Agencies of Labour Welfare (Government and private) – Labour Welfare and Economic Growth – Evolution of Machinery for Welfare Administration.
- UNIT III Determination of Manpower Requirements – Recruitment of Labour – Training and Worker’s Education – Compensation – Wage Differentials and Determination – Working conditions.
- UNIT IV Mechanical Environment – Environment of Organization – Paid Holidays and Leave – Industrial health – Labour Efficiency and productivity – Industrial Housing.
- UNIT V Industrial Relations – Trade Unions – History of Trade Unionism – Collective Bargaining – Problems of Indian Trade Unionism – Industrial Disputes and Tribunals – Indian labour Conference – Bonus Commissions – Wage Board.
- UNIT VI Workers Participation in Management – Industrial Relations in Public Sector – International Labour Organization.
- UNIT VII Labour Welfare Policy Evaluation: Feedback Mechanism – Revision of Labour Laws, Research Input.
- UNIT VIII Prospects of Labour Welfare in India – Prospects: Relevance of Social State, Globalisation – Its Impact-Capitalism, Privatisation of Public Enterprises.

Reference Books

1. Barber: Recruiting Employees – Sage Publications – New Delhi, 1997
2. Townley: Reframing Human Resource Management – Sage Publications – New Delhi, 1997
3. Proctor: Skill Acquisition and Human Performance – Sage Publications – New Delhi, 1999.

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H2040

PAPER – IX -ORGANISATION AND MANAGEMENT

- UNIT I Organisation: Meaning, Nature, Importance, Scope, Purpose and Principles of Organisation.
- UNIT II Theories of Organisation: Classical Theory, Human Relations Theory, Integrated Theory, Systems Theory and Contingency Theory.
- UNIT III Effective Organizational Inputs: Leadership, Span of Control, Department, Line Staff Relation, Decentralisation, Delegation, Unity of Command, Supervision, and Accountability.
- UNIT IV Organisational Change – Kinds of Organization, Groups in Organization, Organizational Behaviour, Organisational Development.
- UNIT V Nature, Goals and Importance of Management.
- UNIT VI Theories of Management: F.W. Taylor, Henry Fayol, G.E. Mayo, Peter Drucker, Abraham Maslow.
- UNIT VII Management in Action: Policy Planning –Policy Implementation, Decision Making, Effective Communication, Information Technology
- UNIT VIII Contemporary Trends in Organisation and Management: Office Automation, Structural Modifications, In-service Training, Managerial Ethics, Stress Management, Sustainable Management.

Reference Books

1. Burk, K. Scanian: Principles of Management and Organizational Behaviour.
2. D.S. Pughed.: Organizational Theory, Penguin Books Ltd., 1984.

M.A. (PUBLIC ADMINISTRATION)

COURSE CODE :29

PAPER CODE : H2050

PAPER – X - DISASTER MANAGEMENT

- UNIT I Disaster management- Meaning, Nature, Scope, Goals and Importance.
- UNIT II Disaster Management: Limitations of Traditional Management and Effectiveness of Disaster Management, Decision Making in Crisis Management
- UNIT III Tools and Techniques of Disaster Management – Theories of Disaster Management – Use of Computer, Internet, Information Technology, Satellite Control, Mechanism, etc.
- UNIT IV Disaster Management – Drought, Flood, Natural Calamities etc. Rehabilitation, Displacement, Socio-Religious and Political Tensions, Communal Riots, Class – caste Conflicts.
- UNIT V Effective Disaster management: Decentralised Administration, Resource Mobilisation, Alternate Decision Making, Allocation of Funds, Coordination.
- UNIT VI Institutional Framework: Panchayati Raj, NGOs, Para Military, Red Cross, UN, Specialised Agencies etc., People’s participation, Popular Cooperatives.
- UNIT VII Programme Evaluation for Disaster Management: State Help, International Help, Agencies, Alternate Systems of Support.
- UNIT VIII Research Methods in Disaster Management with Emphasis on Survey Research .
