

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

Prospectus

M. A. in Public Administration

Revised Syllabus of M.A. Part-I and Part-II Examination for Semester Pattern

(Effective from June 2012-13)

Instructions for Students

Students are advised to refer to the following journals and publications for all papers of Part-I and Part-II:

1. *Indian Journal of Public Administration*, this is the quarterly journal published by the Indian Institute of Public Administration, New Delhi.
2. *Nagarlok*, this is the quarterly journal published by the Indian Institute of Public Administration, New Delhi.
3. *Lokprashashan* (Hindi), this is the biannual journal published by the Indian Institute of Public Administration, New Delhi.
4. *Public Administration Review* is published bimonthly on behalf of the American Society for Public Administration by Blackwell Publishing, USA.
5. *Public Administration* is published quarterly by Blackwell Publishing, Oxford.
6. Founded 1927, *International Review of Administrative Sciences* (IRAS) is the quarterly official journal of the of the International Institute of Administrative Sciences (IIAS), the European Group of Public Administration (EGPA), the International Association of Schools and Institutes of Administration (IASIA) and the Commonwealth Association of Public Administration and Management (CAPAM). IRAS is published in four different language editions – English, French, Spanish and Chinese.
7. *Public Policy and Administration* is the quarterly journal of the UK Joint University Council (JUC) and Public Administration Committee (PAC).
8. *Local Government Quarterly* is the Quarterly journal published by the All India Institute of Public Local Self-Government, Mumbai.
9. *Economic and Political Weekly*, this is the weekly journal published by a Sameeksha Trust Publication, Mumbai.
10. Publications of the :
 - (i) Indian Institute of Public Administration, New Delhi.
 - (ii) Royal Institute of Public Administration, London.
 - (iii) American Society of Public Administration, New York.
 - (iv) International Institute of Administrative Sciences, Brussels.
 - (v) Government of India, New Delhi.

SEMESTER-I

Syllabus for Semester-I of M.A. Part-I (Public Administration)

Paper-I: Principles & Practice of Public Administration

Unit-I

1. Meaning, Nature, Scope and Significance of Public Administration; Woodrow Wilson's Vision of Public Administration; Evolution of the discipline and its present status; Public and Private Administration, New Public Administration.
2. Basic concepts and principles : organization, Hierarchy, Unity of Command, Span of Control, Centralization and Decentralization, Delegation, Line- Staff Agencies, Authority and responsibility, co-ordination, supervision, communication, Control.

Unit-II

3. Accountability and Control: Concepts of Accountability and Control, Legislative, Executive and Judicial Control over Administration; Citizens and Administration; Role of media, interest groups, voluntary organizations; Civil Society; Citizen Charters; Right to Information; Social Audit and People's Participation; Machinery for redressal of citizens' grievances.

Unit-III

4. Approaches to public administration; Public Choice Approach; Good Governance; New Public Management Perspective; State versus Market Debate.
5. Recent Concepts: Administrative Culture; Administrative Ethics; e-Governance; SMART Governance; Corporate Governance; Work Culture in Government; Postmodern Public Administration.

Unit-IV

6. **Issues:** Corruption in public services; Consumer Protection Law; Information Technology & Public Administration.
7. **Disasters Management:** Meanings and classification; Disasters Management Cycle, recent trends and strategies.

Recommended Readings:

1. Avasthi and Maheshwari, *Public Administration*, Laxmi Narain Aggarwal, Agra, 2010.
2. Mohit Bhattacharya: *New Horizons of Public Administration*, Jawahar Publishers, New Delhi, 2010.
3. Rumki Basu, *Public Administration-Concepts and Theories*, Sterling Publishers Pvt. Ltd., New Delhi, 2007.
4. H. George Frederickson and Kevin B. Smith, *Public Administration Theory Primer*, Rawat Publications, Jaipur, 2008.
5. H. George Frederickson, *New Public Administration*, The University of Alabama Press, Alabama, 1980.

6. Raymond W. Cox III, Susan J. Buck and Betty N. Morgan, *Public Administration in Theory and Practice*, Pearson Education, New Delhi, 2005.
7. Hoshiar Singh & Pardeep Sachdeva, *Administrative Theory*, Kitab Mahal, New Delhi, 2005.
8. M.P. Sharma and B. L. Sadana, *Public Administration in Theory and Practice*, Kitab Mahal, Allahabad, 1988.
9. J.D. Straussman, *Public Administration*, Holt, Rinehart and Winslow, New York, 1985.
10. A.R. Tyagi, *Public Administration– Principles and Practices*, Atma Ram & Sons, Delhi, 1992.
11. S.L.Goel, *Public Administration-Theory & Practice*, Deep & Deep Publications, New Delhi, 2003.
12. C.P.Bhambhari, *Public Administration– Theory and Practice*, Jaiparkash Nath Publishers, Meerut, 1993.
13. Dr. B. L. Fadia, *Public Adminishation*, Sahitya Bhawan Publications, Agra, 2010.
14. Nichlos Henry, *Public Administration and Public Affairs*, Prentice-Hall of India Pvt.Ltd., New Delhi, 2002.
15. Jack Rabin, W. B. Hildreth & G. J. Miller (eds.), *Handbook of Public Administration*, Marcel Dekker, Inc., New York, 1998.
16. Marc Holzer & Richard W. Schwester, *Public Administration: An Introduction*, PHI Pvt. Ltd., New Delhi, 2011.
17. Nicholas Henry, *Public Administration and Public Affairs*, Prentice-Hall, New Jersey, 1975.
18. Felix A.Nigro, *Modern Public Administration*, Harper and Row, New York, 1970.
19. N. R. Inamdar, *Lokprashashan*, Sadhana Prakashan, Pune, 1975. (Marathi)
20. P. B. Patil, *Lokprashashan*, Phadke Prakashan, Kolhapur, 2002. (Marathi)
21. P. M. Bora and Shyam Sirsath, *Lokprashashanshastra*, Dnyanamdha Publishing World, Aurngabad, 2005. (Marathi)

Paper-II: Indian Administration-I

Unit-I

1. **Evolution of Indian Administration:** Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration; Indianization of public services; revenue administration.

Unit-II

2. **Philosophical and Constitutional framework of government:** Salient features and value premises; Constitutionalism; Parliamentary democracy federalism, Political culture; Bureaucracy and democracy; Fundamental rights and duties; Directive principles of State policy.

Unit-III

3. **Union Government and Administration:** Executive, Parliament, Judiciary- structure, functions, work processes; Recent trends; Intergovernmental relations; Cabinet Secretariat; The Prime

Minister's Office; Central Secretariat; Ministries and Departments; Board; Commissions; Attached offices; Field Organizations.

Unit-IV

4. **State and District Administration:** The Governor, The Chief Minister and Council of Ministers; Chief Secretary; State Secretariat; Directorates; State Judiciary. District Collector and his changing role; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.
5. **Centre-State Relations:** Legislative, Administrative and Financial Relations; Role of the Finance Commission.

Recommended Readings:

1. Kuldeep Mathur, *From Government to Governance*, National Book Trust, New Delhi, 2010.
2. Hoshiar Singh, *Indian Administration*, Kitab Mahal, New Delhi, 2004.
3. S.R. Maheshwari, *Indian Administration*, Orient Longman, Delhi, 2005.
4. S.R. Maheshwari, *Public Administration in India*, Oxford University Press New Delhi, 2005.
5. Padma Ramchandran, *Public Administration in India*, National Book Trust, New Delhi, 2006.
6. Ashok Chanda, *Indian Administration*, George Allen & Unwin, London, 1958.
7. S.R. Maheshwari, *State Governments in India*, Orient Longman, Delhi, 2005.
8. Ramesh K Arora and Rajani Goyal, *Indian Public Administration: Institutions and Issues*, Vishwa Prakashan, New Delhi, 1996.
9. Bibek Debroy (ed.), *Agenda for Improving Governance*, New Delhi, Academic Foundation, New Delhi, 2004.
10. Devesh Kapur and Pratap Bhanu Mehta (eds.), *Public Institutions in India*, OUP, New Delhi, 2005.
11. M.I. Khan, *District Administration in India*, Anmol Publication, New Delhi, 1997.
12. Kamala Prasad, *Indian Administration-Politics, Policies and Prospects*, Pearson Education, New Delhi, 2000.
13. K. R. Bang, *Bharatiya Prashashan*, Vidya Books, Aurangabad, 2004. (Marathi)
14. Satish Dandge, *Bharatiya Prashashan*, Chinmay Prakashan, Aurangabad, 2007. (Marathi)
15. Mahav Godbole, *Prashashanache Pailu, Vol. I and II*, Shreevidya Prakashan, Pune, 1999 and 2000. (Marathi)

Paper-III: Management of Human Resources

Unit-I

1. **Management of Human Resources:** Meaning, Nature, Scope and Significance; Human Resource Planning and Strategy; Job Analysis and Job Design.

Unit-II

2. **Public Personnel Administration:** Concept, Nature, Scope and Significance; Bureaucracy-Meaning, Concepts, Types, Recent trends and its role in modern society.

Unit-III

3. **Public Personnel System in India with Reference to Civil Services:** Recruitment, Training and capacity-building, Promotion; Neutrality and Ethics in civil services; Machinery for Negotiation-Joint consultative council-Comparison with Whitley councils; Political Rights and Right to strike, Retirement benefits and other benefits. All India Services, Central Civil Services, Union Public Service Commission; State Services, Local Services.

Unit-IV

4. Employees' Capacity Building Strategies; Code of Conduct, Discipline and Grievances.
5. Assessing Human Resource Management Effectiveness; Human Resource Audit; Managing change at Work place; Stress Management.

Recommended Readings:

1. O.Glenn Stanl, *Public Personnel Administration*, Oxford IBH Publication Company, New Delhi, 1977.
2. David E. Kalinge, *Public Personnel Management*, IPMA, Prentice Hall Inc., Englewood Cliffs, New Jersey, 1986.
3. India: Administrative Reforms Commission, Report on Personnel Administration, 1969.
4. Second Administrative Reforms Commission, Report on Personnel Administration, 2007.
5. Second Administrative Reforms Commission, Report on Personnel Administration, 1969
6. C. M. Jain, *Public Personnel Administration*, College Book Depot, Jaipur, 2003.
7. P. Ghosh, *Personnel Administration*, Sudha Publication, New Delhi, 1975.
8. S.L.Goel, *Public Personnel Administration*, Deep & Deep Publishers, New Delhi, 2004.
9. K.Aswathappa, *Human Resource Management*, Tata McGraw Hill, New Delhi, 2008.
10. V.S.P.Rao, *Human Resource Management*, Excel Books, New Delhi, 2007.
11. E. A. Ramaswamy, *Managing Human Resources*, OUP, New Delhi, 2000.
12. C.L. Chaturvedi, *Manav Sansadhan Parbandh*, Shri Mahavir Book Depot, Delhi, 2003.(Hindi)
13. K. R. Bang, *Karmachari Varga Prashashan*, Vidya Books, Aurangabad, 2006. (Marathi)

Paper- IV: Local Government & Administration in India

Unit-I

1. Evolution, meaning, nature, scope, significance and role of Local Self Government in India; Challenges and problems before Local Government.
2. Concept, Evolution and Significance of Democratic Decentralization in India; Committees; 73rd and 74th Constitutional Amendments and their main Characteristics; PESA and its implementation.

Unit-II

3. Types, Structure and Functions of Local Government: Urban and Rural; Urban and Rural development programmes.

Unit-III

4. **Financial Administration of Local Government:** Committees, State finance Commission, Centrally sponsored schemes, Role of credit agencies, and Maintenances of accounts, expenditure, income & audit.

5. **Personnel Administration in Local Government:** Recruitment; Training; Promotion and Retirement; Official & non-official relationship.

Unit-IV

6. **Areas and Problems:** State-Local Relations in India; Information Technology in Local Governance; Means of People's Participation in Local Governance; Community Groups, Local Politics and leadership; Improving Communications for Local issues; NGO's and Local Governance; Rural- Urban dichotomy; Empowerment of Women & Weaker Sections through Local Governance; Reservation Policy and training programmes for public representatives.

Recommended Readings:

1. G. Shabbir Cheema and Dennis A. Rondinelli (eds.), *Decentralization and Development: Policy Implementation in Developing Countries*, Beyond, Sage Publications, New Delhi, 1983.
2. Richard C. Crook and James Manor, *Democracy and decentralization in south Asia and West Africa-Participation, accountability and Performance*, Cambridge University Press, UK, 1998.
3. Pranab Bardhan and Dilip Mookherjee (ed), *Decentralization and Local Governance in Developing Countries: A Comparative perspective*, Oxford University Press, New Delhi, 2007.
4. Neerja Gopal Jayal, Amit Prakash and Pradeep K. Sharma, *Local Governance in India: Decentralization and Beyond*, Oxford University Press, New Delhi, 2007.
5. Jain L.C. (ed.), *Decentralisation and Local Governance*, New Delhi, Orient Longman, 2005.
6. S.R. Maheswari, *Local Government in India*, Lakshmi Naran Agarwal, Agra, 2003.
7. Hoshiar Singh, *Local Government in India, Britain, France and USA*, Kitab Mahal, Allahabad, 1997.
8. Surat Singh, *Decentralized Governance in India-Myth and Reality*, Deep & Deep, New Delhi, 2004.
9. A.K. Sharma, *Bureaucracy & Decentralization*, A Mittal Publication, New Delhi, 2004.
10. Surat Singh and Mohinder Singh (Eds.): *Rural Development Administration in 21st Century: A Multi Dimensional Study*, New Delhi: Deep & Deep Publications, 2006.
11. Hoshiar Singh: *Administration of Rural Development in India*, New Delhi, Sterling Publishers, 1995.
12. A.S. Malik, *Concept and Strategy of Rural Industrial Development*, New Delhi: M.D. Publications, 1995.
13. Guy Berger, *Social structure and rural development in the third world*, Cambridge University Press, New York, 1992.
14. Shyam Shrisath & Bhagwansingh Bainade, *Bhartatil Sthanik Swarajya Sanstha*, Vidya Books, Aurangabad, 2006. (Marathai)
15. Pardeep Sachdeva, *Urban Local Government and Administration in India*, Kitab Mahal, New Delhi, 2000.
16. Pardeep Sachdeva, *Dynamics of Municipal Government and Politics in India*, New Delhi, Kitab Mahal 1991.
17. M. Aslam, *Panchayati Raj in India*, National Book Trust, New Delhi, 2011.

SEMESTER-II

Syllabus for the Semester-II of M.A. Part-I (Public Administration)

Paper - I Theories of Administration

Unit-I

1. Scientific Management and Scientific Management Movement (F. W. Taylor).
2. Classical Theory (Henri Fayol, Gulick and Urwick).

Unit-II

3. Max Weber's Bureaucratic model-its critique and post-Weberian Developments.
4. Ideas of Mary Parker Follett; Ideas of C. I. Barnard; Human Relations School (Elton Mayo and others).

Unit-III

5. Approaches to Administration: Institutional, Structural-Functional, Contingency, Behavioural, Systems, Ecological approach.
6. Simon's decision-making theory; Process and techniques of decision-making.

Unit-IV

7. Motivation Theories: (Abraham Maslow, Frederick Herzberg and others)
8. Theories of leadership: Traditional and Modern.
9. Participative Management (Rensis Likert, Chris Argyris, Douglas McGregor).

Recommended Readings:

1. Prasad, Prasad, Satyanarayana & Pardhasaradh, *Administrative Thinkers*, Sterling, New Delhi, 2010.
2. R. N. Singh, *Management Thoughts and Thinkers*, S.Chand & Co.Ltd., New Delhi, 2010.
3. R.K. Sapru, *Theories of Administration*, S.Chand & Co.Ltd., New Delhi, 1996.
4. S. R. Maheshwari, *Administrative Thinkers*, MacMillan, New Delhi, 1998.
5. S. R. Maheshwari, *Administrative Theories*, Allied Publishers, New Delhi, 1999.
6. Sum Sun Nisa Ali, *Eminent administrative Thinkers*, Associate Publishing House, New Delhi, 1990.
7. S. L. Goel, *Administrative and Management Thinkers*, Deep& Deep Publications, New Delhi, 2008.
8. M. R. Minto, *Management Thinkers*, New Delhi, Allied Pub. Ltd., 1989.
9. Shyam Sirsath, Jitendra Wasnik & Bhagwansingh Bainade, *Prashashkiya ani Vavashtapan Vicharvant*, Vidya Books, Aurangabad, 2011, (Marathi).
10. F.W, Taylor, *Scientific Management*, Harper & Brothers Pub., New York, 1947.
11. Henri Fayol, *General and Industrial Management*, Sir Isaac Pitman & Sons Ltd., London, 1959.
12. Chester Barnard, *The functions of the executive*, Cambridge, Massachusetts Harvard University Press, USA, 1972.
13. Herbert Simon, *Administrative Behaviour*, The Free Press, New York, 1976.

14. M P Follett, *Dynamic Administration*, Sir Isaac Pitman & Sons Ltd., London, 1963.
15. Reinhard Bendix, *Max Weber-An Intellectual Portrait*, Methuen & Co. Ltd., London, 1969.

Paper-II: Indian Administration-II

Unit-I

1. **Plans and Priorities:** Machinery for Planning; Role, composition and functions of the Planning Commission and National Development Council; Indicative planning; Process of plan formulation at Union and State levels; Decentralized planning for economic development and social justice.

Unit-II

2. **Law and Order Administration:** British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalization of politics and administration; Police–public relations; Reforms in Police.

Unit-III

3. **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
4. **Politics and Administration:** Issues and trends in India; Administrative reforms since Indian Independence.

Unit-IV

6. **Significant issues in India Administration:** Values in public service; Administrative Culture; Regulatory Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption in administration; Political & Permanent Executives, Lokpal and Lokayukta, Public- Private Partnership.

Recommended Readings:

1. B. L. Fadia, *Public Administration in India*, Sahitya Bhawan Publications, Agra, 2010.
2. B. L. Fadia, *Bharat Me Lok Prashashan*, Sahitya Bhawan Publications, Agra, 2000.
3. S.R. Maheshwari, *Administrative Reforms in India*, Jawahar Publishers, New Delhi, 1993.
4. C. V. Rajashekhara, *Environmental Administration and Pollution*, Discovery Publishing House, New Delhi, 1992.
5. Neelima Deshmukh & Chandra Patni, *Rajneeti aur Prashashan*, College Book Depot, Jaipur.(Hindi)
6. Hoshier Singh, *Indian Administration*, Kitab Mahal, New Delhi, 2004.
7. S.R. Maheshwari, *Indian Administration*, Orient Longman, Delhi, 2005.
8. Padma Ramchandran, *Public Administration in India*, National Book Trust, New Delhi, 2006.
9. Ramesh K Arora and Rajani Goyal, *Indian Public Administration: Institutions and Issues*, Vishwa Prakashan, New Delhi, 1996.
10. Bibek Debroy (ed.), *Agenda for Improving Governance*, New Delhi, Academic Foundation, New Delhi, 2004.

11. Devesh Kapur and Pratap Bhanu Mehta (eds.), *Public Institutions in India*, OUP, New Delhi, 2005.
12. K. R. Bang, *Bharatiya Prashashan*, Vidya Books, Aurangabad, 2004. (Marathi)
13. P.B. Patil, *Bharatiya Shashan Ani Rajkaran*, Fadake Prakashan, Kolhapur, 2009.
14. Surendra Katariya, *Bharat Me Lok Prashashan*, R.B.S.A. Publishers, Jaipur, 2003.

Paper- III: Administration and Management

Unit-I

1. **Administration & Management:** Meaning, nature and scope and importance; Difference between Management and Administration; Evolution and Principles and theories of Management.
2. **Management Functions:** Direction, Communication, Motivation, Control; Leadership- Styles, qualities and its effectiveness.

Unit-II

3. **Techniques of Management:** Programme Evaluation and Review Technique (PERT); Critical Path Method (CPM); Cost Benefit Analysis (CBA); Organization & methods (O & M); Management by Objective (MBO); Management by Exception (MBE).

Unit-III

4. **Management Information System:** Meaning, Characteristics, techniques and importance in management; Automation- Progress of automation in India, principles, advantages & disadvantages.

Unit-IV

5. **Material Management:** Objectives, Principles of Inventory Management, System of inventory Control.
6. **Techniques of Improvement:** Organization and Methods, Work study, and work management; E-governance and IT- Problems and Prospectus; Cybernetics.

Recommended Readings:

1. Likert, K, *New Patterns of Management*, New York: McGraw Hill, 1961.
2. A.Etzioni, *Modern Organization*, New Delhi: Prentice Hall of India, 1981.
3. Koontz & C.O. Donnell, *Essentials of Management*, Tata McGraw Hill Ltd, New Delhi, 1978.
4. H. Koontz & C. O. Donnell, *Management-4 Systems and Contingency Analysis of Managerial Functions*, McGraw Hill Ltd, Delhi, 1976.
5. Kast & Resenzweig, *Organization and Management - a System's Approach*, McGraw Hill Ltd, Delhi, 1974.
6. Althur G. Bedeian, *Management*, The Dryden Press, Chicago, 1985.
7. Parag Diwan, *Information System Management*, Pentagon Press, New Delhi, 2001.
8. Rakesh Gupta, *The Process of Management*, V.K. publishing House, New Delhi, 1995.

9. S. L. Goel, *Principles and Techniques of Management*, Deep and Deep Publications, New Delhi, 2008.

Paper-IV: Development Administration

Unit-I

1. **Development Administration:** Meaning, concept, nature, scope and significance; Development Administration and Traditional Administration; Characteristics of Administration in Developed and Developing Countries; Issues and Constraints-Population Explosion, Caste, Corruption, Regionalism, Work Culture, Poverty, Environmental protection and Sustainable Development.

Unit-II

2. **Development Planning:** Features, Plan Formulation, Implementation and Evaluation.
3. **Bureaucracy and Development Administration:** Role of Bureaucracy in Plan Formulation and its Implementation.

Unit-III

4. Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists; People's Participation in Development.
5. Role of Various Agencies in Development: Voluntary Agencies, Co-operative Institutions.

Unit-IV

6. International Aid and Technical Assistance programmes: IMF, IBRD, WTO.
7. Right to Development; Right to Education; Right to Health; Right to Food; Millennium Development Goals.

Recommended Readings:

1. George F. Grant, *Development administration: Concepts, Goals and Methods*, The University of Wisconsin Press, Wisconsin, 1979.
2. Lucian W. Pye, *Aspects of Political Development*, Amerind Pub Co. Ltd., New Delhi, 1966.
3. Faisal S. A. Al-Salem, *The ecological dimension of development administration*, Associated Publishing House, New Delhi, 1977.
4. Sukhamoy Chakravarty, *Development Planning: The Indian Experience*, Oxford University Press, New Delhi, 1987.
5. R. K. Saprú, *Development Administration*, Sterling Publishers Pvt. Ltd, New Delhi, 1994.
6. S.P. Verma and S.K.Sharma (ed.), *Development Administration*, New Delhi, IIPA.
7. C.N. Bhalerao (ed.), *Administration, Politics and Development in India*, Lal Pani Publishing House, Bombay, 1972.
8. S.K.Sharma (ed.), *Dynamics of Development (Two volumes)*, Concept Publishing House, New Delhi, 1998.
9. Irwing, Swndlow (ed.), *Development Administration: Concepts and Problems*, Syracuse: NY Syracuse University Press, 1963.
10. Preeta Joshi, *Vikash Prashashan*, RBSA, Jaipur, 1991.
11. Gabriel Almond and G.B. Well, *Comparative Politics: A Developmental Approach*, Oxford & IBH Pub. Co. New Delhi, 1976.

12. J. D. Montgomery & William J. Siffin, *Approaches to Development, Politics, Administration and Change*, McGraw-Hill Book Co., New York, 1966.
13. Rajani Kothari, *Rethinking Development-In search of Human Alternatives*, Ajanta Publications, New Delhi, 1988.
14. C Bryant and Louise White, *Managing Development in the Third World*, Westview Press, Boulder, 1982.
15. K. R. Bang, *Vikas Prashashan*, Vidya books, Aurangabad, 2004.
16. Arvind Vaze, *Vikas Prashashan*, Prachi Prakashan, Mubbai, 1995.

SEMESTER-III

Syllabus for the Semester-III of M.A. Part-II (Public Administration)

Paper-I: Financial Administration in India

Unit-I

1. Meaning, Scope, Significance of Financial Administration, Agencies involved in Financial Administration.
2. **Budgetary Process:** Budget- Concept and principles of Budget Making; Formulation, Enactment and Execution of Budget; Budget as a political instrument; Zero Based Budgeting; Performance Budgeting.

Unit-II

3. **Fiscal Federalism:** Issues and Objectives of the Fiscal Policy; Tax Administration at Union Level; Centre-State Financial Relations; Role of Finance Commission, Deficit financing and public debt.

Unit-III

4. **Parliamentary Financial Control Agencies:** Public Accounts Committees, Estimates Committees, Committee on Public undertakings, Parliamentary Standing Committees; Finance Ministry: Organization, functions and role in monetary and fiscal area.

Unit-IV

5. **Accounting and Audit System:** Concept, Types, Emerging Trends in Accounting System; Accounting techniques; Role of Comptroller and Auditor General of India.

Recommended Readings:

1. M J K Thavaraj, *Financial Administration in India*, Delhi, Sultan Chand & Sons, 1996.
2. A. Sarapa, *Public Finance in India*, Kanishka Publishers Distributors, New Delhi, 2004.
3. G.S.Lal, *Financial Administration in India*, New Delhi, HPJ Kapoor, 1987.
4. Ruddar Dutt & K.P.Sundharam, *Indian Economy*, New Delhi, S. Chand & Co. Pvt. Ltd., 2010.
5. M.Y.Khan and P.K.Jain, *Finance Management*, New Delhi, Tata McGraw Hill 1982.
6. R.N.Srivastave, *Management of Financial Institutions*, Bombay, Himalaya Publishing House, 1988.
7. S.L.Goel, *Public Financial Administration*, New Delhi, Deep & Deep Publications, 2004.

8. Manjusha Shanna & O.P.Bohra: *Bhartiya Lok Vitta Prashasan*, Ravi Books, Delhi, 2005.
9. V. P. Verma, *Financial administration- Concept and Issues*, Alfa Publication, New Delhi, 2008.
10. K. R. Bang, *Vittiya Prashashan*, Vidya Books, Aurangabad, 2005.

Paper-II: Public Sector Administration in India

Unit-I

1. Meaning, Definition, Significance of Public Enterprises; Economic Policy in India since Independence; Concept of mixed economy; Industrial policy resolutions (1948, 1956 & 1991) and Growth of public Enterprises in India. Rationale and Objectives; Government's Policy towards Public Enterprises.

Unit-II

2. Role of Public Sector in India; Organizational Forms: Public Corporation; Public Company; Department form; and other forms; The Board of Directors – its Constitution and Functions. Problems of autonomy, accountability and control. Impact of liberalization and privatization.

Unit-III

3. Management of Public Sectors at Middle and Lower Levels; Financial Management; Personnel Management.
4. Performance Evaluation; Privatization of Public Enterprises; Business Ethics and Corporate Responsibility; Autonomy and Accountability of Public Sectors.

Unit-IV

5. New Economic policy; Liberalization; Privatization; Globalization and Disinvestment Policy.
6. Industrial Development of Vidharbha and Impact of post liberalization policies on Rural Industrialization.

Recommended Readings:

1. A.N. Aggarwal: *Indian Economy*, Delhi: Wiley Eastern Ltd. 1987.
2. A. Ghosh: *Indian Economy – its Nature and Problems*, Calcutta: The World Press Pvt. 1998.
3. Dutt and Sundharam: *Indian Economy*, Delhi: S. Chand & Co., 2004.
4. B.L. Mathur: *Economic Policy and Administration (Hindi)*, Jaipur: RBSA Publishers, SMS Highway 1990.
5. Hoshier Singh & Mohinder Singh: *Public Enterprises in India - A Plea for Reforms*, New Delhi: Sterling Pulbishers, 1990.
6. Mohinder Singh (ed.): *Some Aspects of Public Enterprises in India– a Plea for Reforoms*, New Delhi: Uppal Publishing House, 1993.
7. V.V. Ramanadhan (ed.), *Public Enterprises and Developing World*, London: Groom Helm, 1984.
8. A.H. Hansen: *Public Enterprises and Economic Development*, London: Rutledge and Kegan, 1972.
9. Laxmi Narain: *Principles and Practice of Public Enterprises Management*, New Delhi: S. Chand & Co., 1999.
10. S.C. Kuchhal: *The Industrial Economy of India*. Agra: Chitanya Pub. House, 1987.

11. Neelima Deshmukh: *Industrial Development of Vidharbha*, Nagpur: Nagpur Prakashan, 2001.
12. V.kolesov: *The Public Sector-an effective means of development*, New Delhi: Sterling, 1980.
13. S. N. Raghawan: *Public Sector in India-Changing Perspectives*. New Delhi: AITD, 1994.

Paper-III: Comparative Public Administration

Unit-I

1. Comparative public Administration: Concept, Nature, Evolution, Scope and Significance; Current status of Comparative public Administration; Ecology and Public administration.

Unit-II

2. Theories and Models of Comparative Public Administration: Contributions and critique of Fred Riggs, Montgomery and Ferrel Heady.
3. A comparative study of the Administration, Institutions and Processes in UK, USA and India.

Unit-III

4. Historical and sociological factors affecting administrative systems; Salient features of administrative systems; Administration and Politics; and Civil Services-Recruitment & Training in UK, USA and India.

Unit-IV

5. Various Control Mechanisms over Administration in UK, U.S.A and India.
6. Citizen and Administration: Machinery for redressal of citizen's grievances in UK, U.S.A and India.

Recommended Readings:

1. W.J. Siffin, *Towards the Comparative Study of Public Administration*, Indian University Press, Bloomington, 1959.
2. F. W. Riggs, *Administration in Developing Countries- The Theory of Prismatic Society*, Houghton Mifflin Co., Boston, 1964.
3. F. W. Riggs, *The Ecology of Administration*, IIPA, New Delhi, 2011.
4. Ferrel Heady and Sybil L. Stokes (eds.), *Papers in Comparative Public Administration*, Institute of Public Administration, and University of Michigan, USA, 1962.
5. W. Robson (ed.): *Civil Service in England and France*, Hogarth, 1956.
6. Gabriel Almond and G.B. Well: *Comparative Politics: A Developmental Approach*, Oxford & IBH Pub. Co. New Delhi, 1976.
7. Ferrel Heady, *Public Administration-A Comparative perspective*, Foundation of Public Administration Series, Prentice Hall, 1966.
8. Preston le Breton, *Comparative Administrative Theory*, University of Washington Press Seattle, 1968.
9. R. K. Arora: *Comparative Public Administration* Associated Publishing House, New Delhi.

10. Ali Farazmand and Jack Pinkowski (ed), *Handbook of Globalization, Governance and Public Administration*, Taylor and Francis, London, 2007.
11. R. A. Tijare and M. P. Kulkarni, *Tulanatmak Lokprashashan*, Mangesh Prakashan, Nagpur, 1980. (Mararathi).

Paper-IV: Social welfare Administration

Unit-I

1. **Social Welfare Administration:** Meaning, Nature, Scope and Principles; Social welfare legislations.
2. **Social Justice and Social Change:** Meaning and Concept; Views of Mahatma Puhle, Chatrapati Shau Maharaj, Dr. B. R. Ambedkar and Mahatama Gandhi on Social Justice and emancipation of downtrodden; Theories and Ideas (John Rawls, Amartya Sen and others); Concept and significance of Social Inclusion and Reservation Policy.

Unit-II

3. **Administrative machinery of social welfare administration at Central, State and Local level;** Central Social Welfare Board and State Social Welfare Boards.
4. **Major Social Sectors:** Health, Education, Rural Development, Empowerment of Weaker & Vulnerable section of the society- Awareness, sensitization & practice.

Unit-III

5. **National commission for SCs and STs; Women's Rights Commission, National Human Rights Commission,** Programmes for development of SCs, STs, BCs, Minorities, Women and children; Social Planning and Five Year Plans; Role of Non Governmental Organizations and Voluntary Organizations in social welfare; Corporate Social responsibility.

Unit-IV

6. **Social Problems:** Caste Based Discrimination; Gender Discrimination; Population Explosion; Dowry; Beggary; Poverty; Slums; Drug Abuse; Crimes etc.

Recommended Readings:

1. Clarke, *Social Administration*, Sir Isaac Pitman, London, 1939. J. J.
2. a Kataria, *Social Administration* (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002. Surendr
3. Barthwal (Ed.), *Social Justice in India*, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998. C.P.
4. Sachdeva, *Social Welfare Administration*, Kitab Mahal, Allahabad, 2004. D.R.
5. March: *An Introduction to Social Administration*, Routledge and Kegan Paul, London, 1965. Davis C.
6. karni: *Centre Social Welfare Board*, New Delhi: Asia Publishing House, 1961. P.D.Kul
7. Jagadnan: *Social Administration– Development and Change*, New Delhi, IIPA, 1980. V.

8. D.K.Mis
hra: *Social Administration* (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
9. S.L.Goel
and R.K.Jain: *Social Welfare Administration*, vol. I, New Delhi: Deep & Deep, 1988.
10. T.N.Cha
turvedi and S.K. Chandra: *Social Administration Development and Change*, New Delhi, IIPA
1980.
11. D.P.
Chowdhry: *Social Welfare Administration*, Atma Ram & Sons, Deli, 1992.
12. Mohind
er Singh (ed.): *Social Policy and Administration in India*, M.D. Publications Pvt.Ltd., New Delhi,
1996.
13. S.D.Gok
hale, *Social Welfare*, Popular Prakashan, Bombay, 1974.
14. Pravee
n Yogi, *Social Justice and Empowerment*, Kalpaz Publication, New Delhi, 2000.
15. K. L.
Bhatia, *Social Justice of Dr. B. R. Ambedkar*, New Delhi: Deep & Deep, 1995.
16. Valeria
n Rodrigues, *The Essential Writings of B. R. Ambedkar*, Oxford University Press, New Delhi,
2002.
17. John
Rawls, *A Theory of Justice*, Harvard University Press, Cambridge, 1971.
18. Amarty
a Sen, *The Idea of Justice*, Allen Lane, London, 2009.
19. V. M.
Kulkarni, *Social Administration*, Research Publication, Delhi, 1972.
20. Dolly
Arora, *Social sector Development*, IIPA, New Delhi, 2005.
21. Ramcha
ndra Guha, *Makers of Modern India*, Penguin, New Delhi, 2010.

SEMESTER-IV

Syllabus for the Semester-IV of M.A. Part-II (Public Administration)

Paper-I: Public Policy

Unit-I

1. Public Policy: Meaning, Nature, Scope, Types and Significance; Approaches to Public Policy.

Unit-II

2. Policy Formulation: Concept, Constitutional Framework for Policy Making, Role of Bureaucracy, Legislature and Judiciary; Institutional Arrangements for Policy-making and Political Parties in Policy Formulation making.
3. Policy Implementation and Evaluation: Meaning, Elements in Implementation; Implementation Techniques; Policy Evaluation: Meaning, Problems and Approaches in Policy Evaluation.

Unit-III

4. Yehezkel Dror: Policy Sciences; Models of Public Policy-Making; Optimal Model of Public Policy-Making.
5. Policy Analysis: Approaches, Models of Policy Analysis

Unit-IV

6. **PUBLIC POLICIS IN INDIA:** Industrial Policy; Transport Policy; Education Policy; Energy Policy; National Population Policy; National Agricultural Policy; Reservation Policy; Poverty Alleviation Policy; Urban Development and Housing Policy; Employment Policy.

Recommended Readings:

1. E. Lindblom Charles, *The Policy Making Process*, Englewood Cliffs, NJ Prentice Hall Incorporation, 1968.
2. Paul H. Appleby, *Policy and Administration*, The University of Albara Press, 1940.
3. Jones Charles O., *An Introduction to the Study of Public Administration Policy*, Brooks Cole Pub. Co., Monetary California, 1986.
4. O. Pardeep Sahni, *Public Policy, Conceptual Dimension*, Allahabad, Kitab Mahal, 1987.
5. R.B. Jain, *Policy and Parliament in India*, Indian Institute of Public Administration, New Delhi, 1983.
6. James F. Anderson, *Public Policy Making*, Preager, New York, 1979.
7. Yehezkel Dror, *Design for Policy Sciences*, American Elsevier Publishing Company, New York, 1971.
8. Yehezkel Dror, *Public Policy making Re-examined*, Chandler, San Francisco, 1968.
9. Pradeep Saxsena, *Public Policy administration and Development*, Printwel Publication, Jaipur, 1988.
10. Vivek K Agnihotri, *Public Policy Analysis and Design*, Concept Publication, New Delhi, 1995.
11. R. K. Sapru, *Public Policy Formulation, Implementation and Evaluation*, Sterling Publication, New Delhi, 1994.
12. Subhash C. Kashyap (Ed) *National Policy Studies*, Tata Mc Graw Hill Publication, New Delhi, 1990.

Paper-II: State and Development Administration in Maharashtra

Unit-I

1. Formation and Reorganization of Maharashtra State, Historical, Political, Economic and Socio-cultural ecology of Maharashtra.
2. State Government and Administration: State legislature; State Judiciary; Governor; Chief Minister and council of ministers; Organization of state secretariat and its working; Role of chief secretary; Office of Divisional Commissioner- Role and functions of divisional commissioner.

Unit-II

3. District Administration: Meaning and Importance; Powers and functions of District Collector; Revenue Administration-Structure and functions; District Planning and Development Council; Problems of District Administration in Maharashtra; Police Administration- Organization and working of police at state and District levels.
4. Organization and functions of the departments of Home, Finance, General administration, Agriculture and Social welfare.

Unit-III

5. Constitutional, Statutory and Non-Statutory Bodies: Lok Ayukta; Maharashtra Public Service Commission; Maharashtra Election Commission; Maharashtra Finance Commission; Maharashtra Planning Commission; Maharashtra State Road Transport Corporation; Vaidhanik Vikas Mahamandals; Tourism Development Corporation; YASHADA (Yashwantrao Chavan Academy of Development Administration).

Unit-IV

6. Maharashtra's Development: Overview, facts, problems and challenges; Institutional and functional problems in Rural and Urban development; Centre-State relations in the context of development.
7. Major issues in Maharashtra: Regional Imbalance and Development; Farmers suicides in Vidharbha; Cooperatives movement; Removal of public grievances; Administrative reforms.

Recommended Readings:

1. Donald B. Rosenthal, *The Expansive Elite: District Politics and State Policy-Making in India*, University of California Press, London, 1977.
2. MARY C. Carras, *The Dynamics of Indian Political Factions: A study of District Councils in the State of Maharashtra*, Cambridge University Press, 1972.
3. Arun Sadhu, *Maharashtra*, National Book Trust, New Delhi, 2007.
4. S. S. Gadkari, *Organization of the State Government of Maharashtra*, Himalaya Publishing House, Mumbai, 1990.
5. K. R. Bang, *Maharashtra Prashashan*, Vidya Books, Aurangabad, 2005. (Marathi)
6. C. G. Ghangrekar, *Mahaashtrache Prashashan*, Vidya Books, Nagpur. (Marathi)
7. B. L. Bholey and Kishor Bedkihal (ed), *Badalata Maharashtra-Sathottar Parivartanacha Magowa*, Dr. Babasaheb Ambedkar Akadami, Satara, 2003. (Marathi)

Paper-III: Research Methodology

Unit-I

1. **Social Research:** Meaning, Objectives, types and utility; Importance of research in Public Administration; Problem of Research in Public Administration.

2. **Research Methods in Social Sciences:** Experimental Method; Statistical Method; Case Study Method and Survey Method.

Unit-II

3. **Ingredients of Research:** Selection of Research Problem; **Hypothesis:** Meaning, Formulation, Types, Verification, Testing, and utility of hypothesis; **Variables:** Identification of Variables, Problem of selection, Correlating variables and measurement of variables.

Unit-III

4. **Research Design:** Meaning and Significance; **Descriptive Design; Explanation Designs and Sampling Design-**Types and selection of samples.
5. **Methods of Data Collection: Interview Method; Observation Method; Questionnaire; Schedule and Documentary Sources-**Meaning, Published and Unpublished.

Unit-IV

6. **Data Analysis: Data Processing,** Mode and Median Methods of Data Analysis. **Using Computer Software-** Statistical Analysis Packages (e.g. SPSS), Spreadsheets, Database Management Systems.
7. **Report Writing:** Meaning and Significance in research.

Recommended Readings:

1. Elizabethann O'Sullivan and Gary R. Rassel, *Research Methods for Public Administrations*, Longman Publishers, USA, 1995.
2. A.R. Tyagi, *Scientific Method in Public Administration*, Harper and Row, London, 1970.
3. J. K. Chopra (Ed.) *Problem of Research in Public Administration*, Commonwealth Publishers, New Delhi, 2004.
4. Goode & Hatte, *Methods of Social Research*, New Delhi, McGraw Hill Book Company, 1987.
5. T.S. Wilkinson & P.L. Bhandarkar, *Methodology and Techniques of Social Research*, Bombay Himalaya Publication, 1982.
6. John Galtung, *Theory & Methods of Social Research*, New Delhi, Colombia University Press, 1967.
7. Ram Ahuja, *Research Methods*, Rawat Publications, New Delhi, 2003.
8. S. Sarantakos, *Social Research*, McMillan Press Ltd. London, 1998
9. Jay D. White & Guy B. Adams (Ed.), *Research in Public Administration, Reflections on Theory & Practice*, Sage Publications, New Delhi, 1994.
10. Pauline V. Young, *Scientific Social Survey & Research*, New Delhi, Prentice Hall of India, 1979.
11. P.L. Bhandarkar, *Samajik Sanshodhan Padhati*, Maharashtra Vidhyapeeth Granth Nirmiti Mandal Nagpur, 1980. (Marathi)
12. R.N. Ghatole, *Samajik Sanshodhan Padhati: Tatve Ani Padhati*, Mangesh Prakashan, Nagpur 1992. (Marathi)
13. Bhodhankar va Aloni, *Samajik Sanshodhan Padhati*, Shri Sainath Prakashan, Nagpur, 1999. (Marathi)

Paper-IV: Dissertation

Completion of Dissertation is compulsory of 17,500 to 20,000 words on any topic relating to the subject matter of any paper of the any Semester.

The topic for the Dissertation will have to be approved by the Head of the Department and the Research conducted under his guidance or under a Teacher approved by him. Three copies including the original should be submitted not later than March 31.

This option will be available only to the regular students.

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Paper-IV: E-Governance

(Note: This paper will be available only to the external students.)

Unit-I

1. E-Governance: Concept and significance; E-Governance in India–Problems and opportunities; Delivery of Citizen Services.

Unit-II

2. Utilization of E-Governance in Public Administration; raising competence of administration; role of E-Governance training.
3. E-Governance and Good Governance; E-Governance and Public Sector Management.

Unit-III

4. Towards SMART Government: The Andhra Pradesh Experience– Strategy paper on Governance and Public Management in Andhra Pradesh; E-Governance Policies and Select State Governments Andhra Pradesh, Karnataka, Tamil Nadu, Maharashtra and Gujarat.

Unit-IV

5. E-Governance Governance and Economic Development; New Public Management; Post Modern Public Administration; Globalization and Public Administration.
6. E-Governance implementation: Issues and Challenges.

Recommended Readings:

1. C.S.R. Prabhu, *E-governance: Concepts and Case Studies*, Printice Hall of India, New Delhi, 2004.
2. Pankaj Sharma, *E-government: From vision to implementation*, Sage Publication, New Delhi, 2004.
3. Subhash Bhatnagar, *E-governance: Concepts and Case Studies*, Printice Hall of India, New Delhi, 2004.
4. Special Number on *IT and Indian Administration*, IJPA, July -September, 2000.
5. Mohit Bhattacharya, “*Public Administration: Today & Tomorrow*”, IJPA, Vol. XLIII, No.3 July-Sept. 2001.
6. Mohit Bhattacharya “*Globalization, Governance and Development*”, IJPS, Vol.62, No.3, Sept. 2001.
7. N.K. Kulshrestha, “*Management in Public Administration*”, IJPA, Vol. XL, No.1, January-March, 1994.