Master of Arts in Public Administration  
Course of Study 2004-05  
(Special Course)

SEMESTER I

Paper- I Concepts and Ideas of Public Administration
1) Meaning, nature, scope and significance of Public Administration.
2) Evolution of Public Administration as a discipline, Public Administration as an art and science.
3) Public and private administration, New Public Management, State versus Market debate.
4) Ecology of Public Administration, organization and organizational effectiveness

Books Recommended

Paper-II - Administrative Theories and Thinkers: Classical Era
1) Bureaucracy as organization (Max Weber and Others).
2) Scientific management (Frederick W. Taylor).
3) (i) Classical Administrative Management (Luther Gulick, L. Urwick & H. Fayol).
   (ii) Indigenous Administrative Theory (Kautilya and Others).

Books Recommended

Paper-III - Public Personnel Administration: Theory and Practice
1) Meaning of Personnel Administration, Bureaucracy and Civil Services, Position Classification.
2) Recruitment, Training, Career development, Performance appraisal, Promotion, Transfer, Pay and Service Conditions, Retirement benefits.

3) Discipline, Employer – Employee relations : Joint Consultative Machinery (Whitley Council).

Books Recommended


Paper-IV: Evolution and Framework of Indian Administration
2) Framework of Indian polity
3) Federal structure, Parliamentary democracy, seculars republic, planning, socialism.
4) Political Executive: President, Prime Minister & council of ministers, Committees of the Cabinet.
7) All India Services and State Services: Structure and Functions.

Books Recommended

*Website:* www.upsc.gov.in

www.electioncommission.nic.in

Paper-V: Citizen and Administration: Concepts and Issues
1) The State and the Citizen- women, minorities, internally displaced people and weaker sections.
2) Good Governance.
3) Citizen’s Charter.

4) Accountability of Administration and Citizen, Administration and Judiciary (Judicial Activism and PIL).

5) People’s Participation in Administration.

Books Recommended

H. Mander and M Asif, Good Governance, Books for Change, Bangalore, 2004


Brahmadeo Sharma, (Sahbhagita, Vikendrikara auk Vikas), IIPA, New Delhi, 1997

SEMESTER II

Paper-VI: Principles and Practices of Public Administration

1) Principles of Organization: bases, units, hierarchy, span of control, unity of command, delegation, centralization, decentralization, integration, disintegration, coordination and supervision.

2) Chief executive, Department, Corporations, Companies, Boards and Commissions, Independent Regulatory Commissions.

3) Administrative Law, Delegated legislation, Administrative reform.

Books Recommended


Paper-VII - Administrative Theories and Thinkers: Modern Era

1) The Human Relations School (Mary Parker Follet and Elton Mayo).
3) Decision-Making (Herbert A. Simon).
4) Concept of Development Administration (Dwight Waldo, Edward Weidner, Ferrel Heady).
5) Ideas of New Public Administration.
6) Public Choice Theory and Principal – Agent Relationship.

Books Recommended


Paper-VIII Public Personnel Administration: Concepts and Issues

1) Integrity in Administration, neutrality, anonymity, commitment and responsiveness.
2) Generalist & specialist controversy, Politician and civil servant relationship.
3) Rights of Civil Servants, Staff Association and Unions, Morale.
4) Grievance redressal machinery, Ombudsman, public relations.

Books Recommended


A.R.C. – *Report on Personnel Administration*, Publications Division, Govt. of India, 1970


Norman A Lewis & S.S. Singh, *Ombudsman: India and the World Community*, IIPA, British High
Commission, New Delhi, 1996.


**Paper-IX Indian Administration: State and District Administration**

1) **State Administration:**
   
   (i) Role of Governor, Chief Minister the real executive and Council of Ministers.
   
   (ii) State Secretariat: Structure, Organization and Functions, Role of the Chief Secretary, Office of the Commissioner.

2) **District Administration:** Structure and Functions:
   
   (i) Role of the District Collector in general and in Urban and Rural Development.
   
   
   (iii) Rural Local Government: Structure and Organization Problems and Remedies.

**Books Recommended**

S. Mishra *Changing Pattern of District Administration*, Mittal Publication, New Delhi, 1996

S.R. Maheshwari, *State Governments in India*, Macmillan India Ltd., New Delhi, 2000


**Paper-X Citizen and Administration: Issues**

1) Internal Complaint Agencies: Existing Machinery.


3) Right to Information, E-Governance, Civil Society.

4) Empowerment.

5) Corruption: contributory factors, manifestations, eradication/mitigation

**Books Recommended**


Paper XI Comparative Local Government: Nature and Significance

1) Local Government: Nature and Significance
2) Evolution of Local Government in India: ancient, medieval, British period and post-independence.
3) The Context of Local Government in U.K. and USA
6) Structure of Local Government in the USA: Strong Mayor Model, Weak Mayor Model and Commission Model.

Books Recommended
V. Ostrom et.al. *Local Govt. in the United State*, Institute for Contemporary Studies, San Francisco, 1988

Paper XII Comparative Administration

2) Theories and Models of Comparative Public Administration.
3) Relevance of Comparative Public Administration.
4) A Comparative study of Administrative Systems of USA, UK and France.

Books Recommended


Ferrel Heady, *Public Administration: A Comparative Perspective*, New Delhi, Prentice hall India (P) Ltd. 1996


**Paper XIII Public Policy**

1) Public policy-meaning and significance
2) Policy Formulation, Implementation, Monitoring and Evaluation
3) Agents of Public Policy Making.
5) Problems in Policy making and Implementation, Solutions.

**Books Recommended**


**Paper XIV Financial Administration in India: Concepts and Structure**

1) Concept, Nature and Scope of Financial Administration
2) Levels of Financial Administration:
   (i) Central Ministry of Finance, Finance Commission
   (ii) State Ministry of Finance, State Finance Commission
3) Planning Commission
4) Income Tax Tribunal and Administrative Tribunal
5) Reserve Bank of India.

**Books Recommended**

**Paper XV Fundamentals of Computers**


2) Application of Computers, Classification of Computer, Computer Languages.


5) Internet: Understanding, Internet, Internet Management, Uses of Internet-Website, E-mail, Information Retrieval, Security of Data on Internet.

**Books Recommended**


Carl S. French, *Computer Fundamentals*.


Muneesh Kumar, *Business Information Systems*, Anmol Publication, N. Delhi, 1999


**OR**

**Paper XV International Public Administration – I**

1. Evolution and Concept of International Public Administration.


3. Administration System of the U.N.:
   a) Administrative System of the Office of the Secretary General.

**Books Recommended**

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*Website: www.un.org*

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**SEMESTER IV**

**Paper XVI Comparative Local Government: Process and Issues**

1) A comparative Study of Mayors in India, UK and USA.
2) A Comparative Study of Chief Executive Officer (India)
3) A Comparative Study of Committee System in India and UK
4) Local Finance in India, UK and USA
5) 73rd and 74th Constitutional Amendment Acts in India
6) State-Local Government Relation: Autonomy of Local Government in India, UK and USA.
7) Problems of Local Government in India, UK and USA.

**Books Recommended**

D. Wilson and C. Game, *Local Govt. in the United Kingdom*, Palgrave, Basingstoke, 2002

**Paper XVII Development Administration**

1) Development Administration & Sustainable Development.
2) Contribution of F.W. Riggs to Development Administration.
3) Development Administration and Administrative Development:
   a) Role of Planning
   b) Communication and Development Administration.
1) Bureaucracy and Development Administration: Role of Bureaucracy in plan formulation and its implementation.

2) Administration for the welfare of weaker sections: women, minorities, SC/ST

3) International Aid and Technical Assistance Programmes – IMF, IBRD, WTO

Books Recommended


N. Bava, *The Social Science Perspective and Method of Public Administration: (Policy and Development Administration Approach)*, New Delhi, Uppal, 1992


M. Bhattacharya, *Bureaucracy and Development Administration*, Delhi, Uppal, 1979


**Paper XVIII Theory and Practice of Management**

1) Meaning, nature and significance of Management.

2) Functions of Management: Planning, Organising, Staffing, Directing, Coordinating, Reporting, Budgeting, and Decision-making.

3) Leadership, Communication, Motivation.

4) Techniques of Management: O&M, PERT, CPM, MBO and TQM

5) Globalization and Management: The changing International Scene, Role of Multinational Companies.

Books Recommended


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Paper XIX Financial Administration in India: Processes

1) Budget:
   a) Line-item, Performance Budget, Zero Base Budgeting.
   b) Budgetary Process: Preparation, Enactment and Execution.


3) Planning:  (a) Meaning and Significance, Machinery for plan formulation.
               (b) Plan Implementation strategy and objectives of Five-year Plans.

1) Accounting and Audit:
   (a) Accounts: significance, account-keeping agencies, accounting process.
   (b) Audit: Audit organisation, Audit Reports, and Public Accounts Committee, Estimates Committee, Comptroller and Auditor General of India.

5) Control over Financial Administration: Legislative, Executive and Judicial.

Books Recommended
P L Joshi and V.P. Raja, Techniques of Zero Base Budgeting, Himalaya Publishing House, Bombay, 1988
B P R Vithal and M Sastri Fiscal Federalism in India, OUP, New Delhi, 2004

Paper XX Contemporary Information Technology/Administration

1) Information Technology: Definition, Need, Qualities, and Values.

2) Right to information, Information Management, New Frontiers of Information Technology.

3) Satellite Communication, Audio-Video Conferencing.

4) Cyber crimes.


6) Office Automation: Means and Uses.

7) Uses of Information Technology in Public Administration: Planning and Monitoring, Improving Services, Transparency, Redressal of Grievances,
   (Practical on hands training will be provided through computers.)+

Books Recommended
Satish Jain, Information Practices

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Anita Bansal, *Information System Management*


OR

**Paper XX International Public Administration – II**

1) Administrative System of the U.N. Specialized Agencies : UNESCO, ILO, FAO,

2) Administration of the UN Peace Keeping Operation – Problems of Command, Control and Supervision.

3) Administrative System of the World Bank & International Monetary Fund : Organisation and Role.

4) Problems of Reforms and Revision of the UN Administrative System.

**Books Recommended**


**Website:**

- www.unesco.org
- www.ilo.org
- www.fao.org
- www.worldbank.org
- www.imf.org

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