

M.A. Public Administration (w.e.f. June 2010-11)

First Year			Instructional System								
Course Code	SLM Code	Name of the subject	PC P	A W	VG D	PD P	PE C	P P W	I I L	Credits	Marks
M.A(PA)- 1	MH-411	Public Administration Theory And Practice	√	√	√					8	100
M.A(PA)-2	MH-412	Indian Administration	√	√	√					8	100
M.A(PA)-3	MH-406	Comparative and Development Public Administration	√	√	√					8	100
M.A(PA)-4	MH-405	Financial Administration	√	√	√					8	100
Total										32	400

Second Year			Instructional System								
Course Code	SLM Code	Name of the subject	PC P	A W	V G D	PD P	PE C	P P W	I I L	Credits	Marks
M.A(PA)- 5	MH-425	Public Personnel Administration	√	√	√					8	100
M.A(PA)-6	MH-430	Theory And Practice of local Government	√	√	√					8	100
M.A(PA)-7	MH-431	Social Welfare Administration	√	√	√					8	100
M.A(PA)-8	MH-432	Administrative Law	√	√	√					8	100
M.A(PA)-9	-	Dissertation						√		4	100
Total										36	500

I YEAR

MH-411 Public Administration : Theory And Practice

Chapter-1-Introduction

Unit-1

Meaning, Nature, Scope and Importance of Public Administration, Evolution and Status of discipline.

Unit-2

Methodology of Public Administration and its relation to other sciences.

Unit-3

Public and Private Administrative, State Vs Market Debate.

Unit-4

New Public Administration, New Public Management, Good Governance, Concept and Application.

Chapter-2-Basic Concept and Principles of Organization

Unit-5

Organization : Meanings, origin, importance building-up, technical problem, formal and informal organization.

Unit-6

Principles of organization, Bases of organization Units-Subunits of organization.

Unit-7

Hierarchy, Span of Control, Unity of Command

Unit-8

Delegation, Integration Vs Disintegration, Centralization Vs Decentralization
Coordination.

Chapter-3-Theories of Administration

Unit-9

Scientific Management Theory (Taylor and the Scientific Movement)

Unit-10

Classical Theory (Fayol, Urwick, Gulick and others) Bureaucratic theory (Weber and his critics)

Unit-11

Ideas of M.P. Follett and C.I. Barnard. Human Relations theory (Elton Mayo & others)

Unit-12

Behavioral theory (Simon's decision making theory) Participative Management theory (Rensis Likert, Chris Argyris, Douglas McGregor)

Chapter-4- Administrative Behavior

Unit-13

Leadership-Definitions, Characteristics, Importance, Types of Leaders. Theories of Leadership.

Unit-14

Decision Making, Meaning, Importance, Types of decisions, Factors, Influencing decision making, Models of decision making.

Unit-15

Communication : meaning, characteristics, channels of communication. Method of communications, effective communication

Unit-16

Motivation-Definition, Theories of Motivation (Maslow's, McGregor's & Herzberg), Morale

MH-412
Indian Administration

Chapter-1-Evolution of Indian Administration

Unit-1

Conceptual background and evolution of the Indian Administrative System.

Unit-2

Environmental Settings.

Unit-3

Political Executive at the Union Level, The President of India, The Vice-President, The Prime Minister and Council of Ministers.

Unit-4

Parliamentary democracy, Indian federalism : nature and problems

Chapter-2-Structure of Central Administration

Unit-5

Central Secretariat, Evolution of the Central, Secretariat, Structure Role and Functions.

Unit- 6

Cabinet Secretariat : Meaning, Organization, Role and Functions, Cabinet Secretary.

Unit-7

Prime-Minister's office, Meaning, Composition functions and role.

Unit-8

Ministries and Departments, Boards, Commissions and Field Organization.

Chapter-3-Accountability and Control Over Public Administration

Unit-9

Centre-State Relations-Legislative, Administrative and Financial Relations.

Unit-10

Control over administration, Legislative, Executive and Judicial Control.

Unit-11

Citizen's Charter, Role of Civil Society.

Unit-12

Transparency, Right to Information

Chapter-4-Structure of State & District Administration

Unit-13

Political executive at state level-The Governor. The Chief Minister, The Council of Minister.

Unit-14

The State Secretariat, Chief Secretary, Directorates.

Unit-15

District Administrations, Evolution, Role & Importance.

Unit-16

The District Collector, Evolution of the office of collector, functions and changing role of district collector.

MH-406
Comparative and Development Public Administration

Chapter-1-Comparative Public Administration

Unit-1 : Meaning, Nature, Evolution and Scope of Comparative Public Administration.

Unit-2 : Theories and Models of Comparative Public Administration.

Unit-3 : Ecology and Public Administration.

Unit-4 : Contribution of Ferrel Riggs and Ferrell Heady, Importance of Comparative Public Administration.

Chapter-2-Comparative Administration

Unit-1 : A Comparative Study of Political and Policy making Institution of USA, UK, France and India.

Unit-2 : A Comparative Study of Administration Structure of UK, USA, France and India.

Unit-3 : A Comparative Study of Civil Services of UK, USA, France and India.

Unit-4 : Machinery for Redressal of Citizen's Grievances in UK, USA, France and India.

Chapter-3-Comparative Administrative System

Unit-1 : A Comparative Study of Personnel Administration of UK, USA, France and India.

Unit-2 : Various Control Mechanism over Administration in UK, USA, France and India.

Unit-3 : Planning and Budgeting : A Comparative Planned are Study of UK, USA, France and India.

Unit-4 : Characteristics of Developed and Developing Countries.

Chapter-4-Development Administration

Unit-1 : Development Administration and Sustainable Developed.

Unit-2 : Development Administration and Administrative Development.

Unit-3 : Bureaucracy and Development Administration.

Unit-4 : Role of Bureaucracy in Plan formulation and its Implementation.

Unit-5 : People's Participation in Development, Role of Information Technology in Administration.

MH-405
Financial Administration

Chapter-1-Introduction to Financial Administration

Unit-1 : Meaning, Nature, Scope and Importance of Financial Administration.

Unit-2 : Levels of Financial Administration

(a) Central Ministry of Finance

(b) State Ministry of Finance

Unit-3 : Finance Commission, State Finance Commission.

Unit-4 : Deficit Financing, Meaning, Advantages and Disadvantages.

Chapter-2-Budget

Unit-1 : Budget : Concept, Economic and Social Implications, Principles of Budget.

Unit-2 : Budget Forms

(a) Line Item (b) Performance (c) Zero Base Budgeting

Unit-3 : Budgetary Process : Preparation, Enactment and Execution.

Unit-4 : Public Debt.

Chapter-3-Accounts and Audit

Unit-1 : Accounting, Meaning, Significance, Form of Governmental Accounts, Accounts Keeping Agency in India.

Unit-2 : Audit-Meaning, Audit Reports, Public Accounts Committee, Estimates Committee.

Unit-3 : Comptroller and Auditor General of India.

Unit-4 : Reserve Bank of India.

Chapter-4-Federal Finance

Unit-1 : Federal Finance, Centre-State Financial Relations.

Unit-2 : Finance Commission, Relation between Finance Commission and Planning Commission.

Unit-3 : Control over Financial administration, Legislative, Executive and Judicial.

Unit-4 : Role of Bureaucracy in Plan Formulation and its Implementation.

Unit-5 : Planning (a) Meaning and Significance, Machinery for Plan Formulation (b) Plan Implementation Strategy and objectives of five year plans. (c) Decentralized Planning.

II YEAR

MH-425 Public Personnel Administration

Chapter-1-Personal Administration

Unit-1 : Personal Administration : Meaning, nature, scope, function and significance.

Unit-2 : Ecology of Public Personnel Administration.

Unit-3 : Human Resources Management.

Unit-4 : Classification and Structure of Civil Services.

Chapter-2-Recruitment

Unit-1 : Recruitment, meaning, principles of recruitment, methods of recruitment, UPSC and state public services commission.

Unit-2 : Training, Meaning, Objectives of Training, Types, Techniques.

Unit-3 : Promotion, Pay and Service Conditions.

Unit-4 : Performance Appraisals.

Chapter-3-Conduct & Discipline

Unit-1 : Social Composition of civil services and issue or Representation with reference of India.

Unit-2 : Time Management.

Unit-3 : Discipline, Employer-Employer relations. Joint Consultative Machinery (Whitely Council).

Unit-4 : Professional standards, Administration ethics.

Chapter-4-Public Personnel Administration : Issues

Unit-1 : Integrity in Administration, Neutrality, Anonymity, Commitment and Responsiveness.

Unit-2 : Generalist and Specialist Controversy, Politicians and Civil Servant Relationship.

Unit-3 : Rights of Civil Servant, Morale, Civil Service Tribunals.

Unit-4 : Administrative Reforms.

MH-430
Theory and Practice of Local Government

Chapter-1-Introduction

Unit-1

Philosophy of Local Government. Nature Significance and Broad objectives.

Unit-2

Salient features of Local Government. Forms of Local Government.

Unit-3

Status, Areas, Levels and functions of local bodies.

Unit-4

Executive Wing : Political and Permanent.

Chapter-2-Other Important Aspects of Local Government

Unit-1

Deliberative wing of local bodies : Councils & Committees.

Unit-2

Financial Resources of Local Bodies.

Unit-3

Control over local bodies : Scope and Techniques.

Unit-4

State – Local Government Relations : Autonomy of Local Government in India.

Chapter-3-Panchayati Raj

Unit-1

Democratic Decentralization : Panchayati Raj in India.

Unit-2

73rd Constitutional Amendment Act in India.

Unit-3

Models of Panchayati Raj with special reference to Uttar Pradesh.

Unit-4

Role of the district collector in general and in rural and urban development.

Chapter-4-Urban Government

Unit-1

Patterns of Urban Government. Corporations Municipalities, brief outline of the structure of Urban local governments in India, UK, USA & France.

Unit-2

74th Constitutional Amendment Act in India, Town Planning, Cantonment Boards.

Unit-3

Municipal Administration in India : Status, Functions, Composition of elected bodies, committee system, Municipal executive, Municipal Personnel, Municipal Politics and Municipalities.

Unit-4

Importance and Scope of Urban Administration in Modern Society, Political Social and Economic consequences of Urbanization, Rural-Urban Relationship.

MH-431
Social Welfare Administration

Chapter-1-Concept of Welfare State

Unit-1

Meaning, Definition of Welfare State. Characteristics and Functions of Welfare State.

Unit-2

Welfare State and Development in India. (Urban, Rural and Tribal)

Unit-3

Social Welfare Administration as a Discipline and as a Profession.

Unit-4

Social Welfare-Social Welfare Programmes, Social Change.

Chapter-2-Social Planning

Unit-1

Concept of Social Justice, Theories of Social Justice.

Unit-2

Concept of Fundamental Rights and State Directive Principles.

Unit-3

Social Planning, Meaning and Scope of Social Planning.

Unit-4

Social Services : Meaning and Definition of Social Service, Characteristics of Social Service, Public Ethics.

Chapter-3-Measures of Social Welfare

Unit-1

Social Legislation, Meaning and Definition of Social Legislation, Scope of Social Legislation, Constitutional Provisions for Oppressed and Depressed Sections of Society.

Unit-2

Organizational Structures for Social Welfare Administration in India, Central Social Welfare Board, State Social Welfare Board. The Union Ministry of Social Justice and Empowerment and State Department of Social Welfare.

Unit-3

International Social Welfare Administration, United Nations Role in Social Welfare.

Unit-4

Role of NGOs, Voluntary organizations and Civil society in Socio-economic development.

Chapter-4-Welfare of Social Categories

Unit-1

Family Welfare, Women Welfare, Child Welfare.

Unit-2

Youth Welfare, Welfare of Aged, Welfare of Disabled.

Unit-3

Welfare of Drug Addicts, Labour's Welfare.

Unit-4

Welfare of Scheduled Casts/Scheduled Tribes, Welfare of Minorities, Welfare of the Poor, Reservation Policy.

MH-432
Administrative Law

Chapter-1-Introduction

- A. Definition and Purpose of Administrative Law.
- B. Nature, Origin and Development of Administrative Law.
- C. Relation between Administrative Law and other branches of Public Law.
- D. Direct Administrator.
- E. Fundamental Constitutional Principles Related to Administrative Law.
 - 1. Separation of Powers.
 - 2. Due Process of Law.
 - 3. Rule of Law.

Chapter-2-Administrative Powers to Process (Administrative Agencies).

- A. Rule Making
 - 1. Need for Administrative Rule Making.
 - 2. Classification of Administrative Rule Making Power or Delegated Legislation.
- B. Adjudicatory.
- C. Executive.

Chapter-3-Practice and Procedure of Administrative Adjudication : Rules of Natural Justice.

- A. Rule Against Bias.
- B. Audi Alteram Partem Pattern
- C. Post Decisional Hearing
- D. Exceptions to the rule of Natural Justice

Chapter-4-Mechanism for control of Administrative Agencies.

- A. Need for Control
- B. Mechanism of Control
 - a. Government Control
 - i. Legislative Control
 - ii. Procedural Control
 - iii. Justice Control
 - b. Non Government Control
 - i. Civil Society
 - ii. NGO

Chapter-5-The Citizen and the Administrative Faults

- 1. Ombudsman : Lokpal and Lokayukta.
- 2. Central Vigilance Commission.
- 3. Transparency and Right to Information.
- 4. Public Interest Litigation.

Chapter-6-Global Administrative Law

Chapter-7-Indian Civil Service Law : An overview