

M. A.  
(PREVIOUS)

# M.A. (Previous) – Public Administration

## Compulsory Papers

### Paper I - Administrative Theories & Management

#### Section – A

Approaches to the study of Public Administration: Traditional – Classical, Scientific and Human Relations.

Approaches to the Study of Comparative Public Administration: Institutional, Systems, Structural – Functional, Behavioral, Ecological & Development Administration, Modern Approaches: Policy Science approach, Public Choice Approach, Ecological Approach. Recent Trends: new Public Administration, New Public Management, Challenges of LPG Good Governance: Concept and Application, Formal and Informal organization, Unity of Command, Hierarchy, Division of work, Span of Control Line and Staff: Meaning, Role Functions Relationship with Line and Staff with special reference to India.

#### Section – B

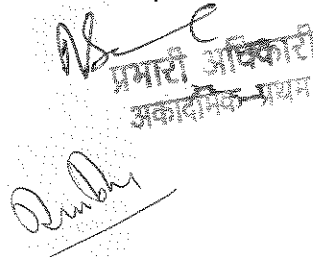
Theory of Organization	:	Traditional & Modern
Classical Theory	:	Henri Fayol, Luther Gullick
Scientific Management	:	F.W. Taylor
Human Relation School	:	Elton Mayo, M.P. Follet & Chester I Barnard
Behavioral	:	Mc Gregor, Herzberg & Maslow
Decision Making	:	Herbert Simon

#### Section – C

Concept of Management: Meaning, Nature and Scope, Concept of Participative Management, Principles of Management: Authority, Responsibility, Leadership Styles, Supervision, Control, Coordination, Communication, Public Relations, Centralization, Decentralization and Delegation.

Techniques of Management: MBO, MI/S, Role of IT in Management Group Dynamics, Moderns Aids to Management Automation – Cybernetics, Organization Development (COM – PERT)



  
प्रमारी अधिकारी  
अकादमिक प्रयत्न



M.A. (PUBLIC ADMINISTRATION)  
(SEMESTER-I)

**Suggested Readings:**

1. A.Awasthi and S.R. Maheshwari Public Administration Laxmi Narain Aggarwal, Agra, 2004.
2. A.H. Maslow Motivation and Personality, Harper and Row, New York, 1954.
3. A.R. Tyagi Public Administration: Principles and Practice, Atma Ram and Sons, Delhi, Edition, 2001.
4. Amarjit Singh Dhillon Lok Parshashan De Mool Sidhant (Pbi.)
5. Amitai Etzioni Modern Organizations, Prentice Hall of India Pvt. Ltd., New Delhi, 1964.
6. B.L. Fadia and Kuldip Fabia Public Administration: Administration Theories and Concepts, Sahitya Bhawan Publication, Agra, 2000.
7. D. R. Prasad, V.S. Prasad and P. Styanarayan (Ed.) Administrative Thinkers, Sterling Publishers Pvt.Ltd., New Delhi, 1991.
8. David Osborn and Ted Gaebler Reinventing Government : How the Entrepreneurial Spirit is Transforming the Public Sector, Prentice Hall of India, New Delhi, 1992.
9. Dwight Waldo Perspective on Public Administration, University of Alabama Press, 1956.
10. Dwight Waldo The Administration State, The Ronal Press Company, New York,1948.
11. F.W. Taylor Scientific Management, Harpers Brothers, New York, 1947.
12. Felix A. Nigro Modern Public Administration, Harper and Row, New York, 1965.
13. Fred Luthans Organization Behaviour, International Student Edition, Mcgraw Hill, Kogakusha Ltd.Tokyo,1977.
14. Frederick Herzberg Work and the Nature of Man, The World Publishing Company, Cleveland, 1966.
15. Fritz,J.Roethlisberger & William J.Oiskson Management and the Worker, Harvard University Press, Cambridge, Mass, 1939.
16. H.George Frederickson New Public Administration, University of Alabama Press, Alabama, 1990.



प्रधारी अधिकारी  
सकायिक



## Paper II – Comparative Public Administration

### Section – A

Comparative Public Administration: Concept to Comparison, Nature, Scope Evaluation & Significance, Theory building in CP Admn. Public Administration and Environment – Social, Economic, Cultural and Political.

### Section B

Max Weber's, Typology of Authority and Administrative Systems with particular reference to use of Ideal Type of Bureaucratic Model, Weber's Model and its utility and limitations in the context of Admn. Systems of Third World. Riggs typology of Societies with particular reference to Prismatic Society, Sala Model and Comparison between Weber and Riggs.

### Section C

Salient Features of Administrative System of U.K., U.S.A., France, Switzerland and Japan Comparison with Indian System.

*Signature*

*Signature*

प्रभारी अधिकारी  
अकादमिक-प्रथम


*Signature*

*Signature*

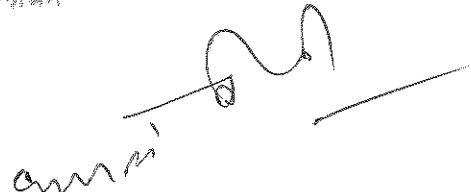
35  
M.A. (PUBLIC ADMINISTRATION)  
(SEMESTER-III)

**Suggested Readings:**

1. Ferrel Heady (ed.), *Comparative Public Administration*, Michigan, Michigan University, 1978.
2. Ferrel Heady, *Public Administration: A Comparative Perspective*, N. J. Englewood Cliffs, 1966.
3. F. W. Riggs, *Administration in Developing Countries: The Theory of Prismatic Society*, Boston, Houghton Mifflin Co., 1964.
4. ——— *The Ecology of Public Administration*, Bombay, Asia Publishing House, 1961.
5. Fred W. Riggs and Edward Weidner, *Models and Priorities in the Comparative Study of Public Administration*, 1963.
6. Ramesh K. Arora, *Comparative Public Administration*, New Delhi, Associated Publishing House, 2000.
7. R.K. Arora and Sangeeta Sharma, *Comparative and Development Administration Ideas and Actions* (ed.) Jaipur, Arihand Centre for Administrative Change, 1992.
8. R.B. Jain, *Comparative Aspects of Public Administration in Robert Wilks (ed.) Other views and other visions*, Greenwood Press, 1978.
9. R.B Jain, "The State & Comparative Public Administration", *Indian Journal of Public Administration*, New Delhi, Vol. 7 (Oct.–December, 1991).
10. Sybit and Stocke, *Papers in Comparative Public Administration Institutions of Public Administration*, University of Michigan, 1962.
11. Surendra Kataria, *Tulnatmak Lok Prashsan*, Jaipur, R.B.S.A, 2004.
12. T.N. Chaturvedi, *Comparative Public Administration*, Jaipur, College Book Depot, 2003.
13. T.N. Chaturvedi,, *Tulnatmak Lok Prashashan*, Jaipur, College Book Depot, 1994.
14. William Siifin, *Towards the Comparative Study of Public Administration*, Blookington, Indian University Press, 1957.

  
प्रभारी अधिकारी  
अकादमिक-प्रश्न







## Paper III—Public personnel Management

### Section – A

Concept, meaning, Nature, Scope, Significance and Ecology of Public Personnel Management. Development and Significance of Public Services, Concepts & Issues in Public personnel Management : Neutrality, Ethics, Integrity, Responsive ness, Accountability, career development.

### Section- B

Training Promotion, Performance Appraisal conduct Rules, Retirement benefits, Disciplinary Action. Employee- Employer Relationship. Machinery for Negotiation-Joint consultative Machinery, whitely councils, political Rights, Rights to Strike. CAT (India)

### Section- C

The following topics to be discussed with reference to USA, France and Japan: Personnel-Classification, Recruitment, Training, Promotion, Conduct Rules Retirement Benefits, Disciplinary Action Employee-Employer Relationship, Machinery for Negotiation, Political Rights and Right to Strike and Right to Form Associations.

#### 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, *Manageing 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; 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendments and their main Characteristics; PESA and its implementation.

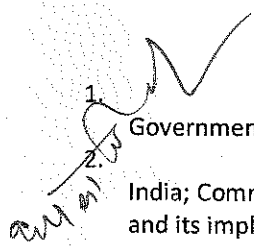
#### Unit-II

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.

  
प्रभारी अधिकारी  
अवकाश विभाग





OPTIONAL PAPER

Paper II (Gr. A)- Social Welfare Administration

Section - A

Concept, Meaning, Nature, Scope & Significance of Social Welfare Administration, Constitutional Provisions for Welfare of Weaker Sections, Social Welfare Policy in India, Social Welfare Legislations: Policies and Programmes for Weaker Section. Social Development under various Five Year Plans, Problems and Suggestions.

Section - B

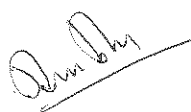
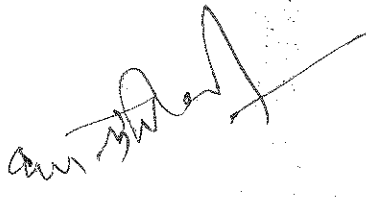
Machinery for Social Welfare Administration at the Central, State and Local level, Centre Level : Ministry of Tribal Affairs, Ministry of Women & Child, Ministry of Social Justice & Empowerment : Composition, functions and Role. Central Social Welfare Board. Social Welfare Administration at the State level : Deptt. of State Social Welfare : Composition, functions and Rule, State Social Welfare Advisory Board : Composition, Functions & Role & Critical Analysis.

Section - C

Directorate of Social Welfare : Composition, Functions and Rule. Social Admn. At District Level : Collector & District Social Welfare officer, Role of Voluntary Agencies and Non- Govt. Organizations in Social Welfare Administration. Personnel System for Social Welfare Admn. At various levels.

Role of National Commission for Women, National Commission on Human Rights and Commission for Scheduled Castes & Scheduled Tribes. Challenges before Social Welfare Admn. In 21<sup>st</sup> Century.

  
प्रभारी अधिकारी  
अवकाश विभाग

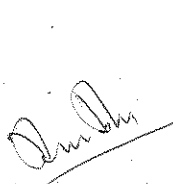

 

M.A. (PUBLIC ADMINISTRATION)  
(SEMESTER-II)

**SUGGESTED READINGS:**

1. D. R. Sachdeva : Social Welfare Administration in India, Allahabad, Kitab Mahal, 1993.
2. S. L. Goel & R. K. Jain : Social Welfare Administrative, Vol. I & II, New Delhi, Deep and Deep Publications, 1988.
3. S. L. Goel : Public Health Administration, New Delhi, Sterling, 1984.
4. T. N. Chaturvedi, R. K. Jain : Social Administration: Development and Change, New & Shanta Chandra Kohli (eds.) Delhi, Indian Institute of Public Administration, 1980.
5. D. Paul Chowdhry : Social Welfare Administration through Voluntary Agencies, Delhi, Atma Ram & Sons, 1962.
6. S. P. Aiyar (ed.) : Perspective on the Welfare State, Bombay, Manaktals, 1966.
7. Dean, Paul, H. Appleby : Public Administration for a Welfare State, Bombay, Asia Publishing House, 1961.
8. T. S. Simely : Five Year Plans Documents, Principles of Social Administration.
9. Mathur, S. S. : Education Administration in India, Report of the Scheduled Castes and Scheduled Tribes Commission (Dhevar Commission), 1953, Government of India.
10. Government of India : Report of the Scheduled Castes and Scheduled Tribes Commission (Mandal Commission), 1989,
11. Government of India : Annual Report of the Ministry of Health and Family Welfare, 1998-99.
12. A. X. Wadia : History of Philosophy of Social Work in India (Selected Chapters).
13. J. P. Naik : Educational Planning in India.
14. Marsh David, A. : Introduction to the Study of Social Administration.
15. Government of India : New Education Policy, 1986, Delhi, 1986.
16. Government of India : Annual Report of University Grants Commission.
17. Government of Pb. : Annual Report of the Education Department of Punjab.
18. G. Ramanathan : Education Planning and National Integration.

  
प्रभारी अधिकारी  
अकादमिक प्रथम

Paper II (~~Gr. A~~)- Politics and Administration

Section - A

Approaches to the Study of Political System, Systems approach, Structural - Functional approach. Salient ideas of Plato, Aristotle, Kautilya and Woodrow Wilson on Political and Administrative Systems.

Section - B

The Concept of Political System with special reference to the ideas of David Easton and Almond. Relationship between political and administrative systems with special reference to the impact of political parties, pressure groups, political culture, media and public opinion.

Section - C

Concept of Development: Political Development & Administrative Development. Relationship between Political and Admn. Department. Ideas of Michael Crozier, Karl Marx & Robert Merton on Bureaucracy.

*Core Books :*

1. Almond and Coleman : Politics of Developing Area
2. H.V. Wiseman : Political System : Some Sociological Approaches
3. Almond and Powell : Comparative Politics - A Developmental Approach
4. Eckstein and Apter : Comparative Politics
5. M.J.M. Mackenzie : Politics and Social Science
6. J.C. Charlesworth : Contemporary Political Analysis
7. Albrow : Bureaucracy
8. F.W. Riggs : Administration in Developing Countries
9. Ferrel Heady and Sybil Stocks : Papers on Comparative Public Administration
10. देवकान्ता शर्मा : कौटिल्य के प्रशासनिक विचार
11. S.P. Verma : Modern Political Theory (English & Hindi)
12. Lucian W. Pye : Aspects of Political Development
13. Sabine : History of Political Thought

*Subsidiary Readings :*

1. Gerald Caiden : Administrative Reforms
2. Merton et. al. : Readers in Bureaucracy
3. Brai Banti : Political and Administrative Development
4. Siffin : Towards the Comparative Study of Administration
5. Blau : The Dynamics of Bureaucracy
6. Swerdlow : Development Administration - Concepts and Problems
7. Montgomery and Siffin : Approaches to Political Development and Change.

*[Handwritten signature]*  
[Illegible text]

*[Handwritten signature]*

*[Handwritten signature]*



## Optional Paper

### Paper III – Administrative Law

#### Section – A

Meaning, Nature and scope, Development of Administrative Law, constitutional Law and Administrative Law, Rule of Law Separation of Powers.

#### Section – B

Government Liability – Classification of Administrative Actions-Administrative Discretion – Administrative law and privileges. Delegated legislation – conditional legislation and sub-delegation control over delegated legislation – Public corporation –

#### Section – C

Distinction between Judicial and quasi Judicial Functions-Principles of Natural Justice, Judicial Review, Public law. Admn. Decision Making : Administrative Tribunals - Meaning & Importance, Characteristics of Admn. Tribunals, Distinction between Tribunal and Court, Principles of Natural Justice and their Judicial Interpretation, Administrative Discretion : Meaning, Definition & Judicial Control over Discretion. Judicial Review of Administrative Actions : Public Law Review : Writs of Mandamus, Prohibition & Certiorari. Judicial Activism V/s Judicial overreach Debate Liability of Administration – Contractual and Tortious.

Readings :

- Recommended books - Readings*
1. I.P. Massey : Administrative Law.
  2. C.K. Thakkar : Administrative Law (Eastern Book Co.)
  3. Sir William Wade - Public Law in Britain and India (N.M. Tripathia & Co.), Bombay 1992.
  4. Philip J. Cooper - Public Law and Public Administration.
  5. Griffith and Street : Principles of Administrative Law
  6. M.A. Fazal : Judicial Control of Administrative Action in India and Pakistan.
  7. B. Ganguly : Administrative Legislation in Modern Law in India.
  8. A.P. Hassumani : Some Problems of Administrative Law in India.
  9. M.C.J. Kagzi : Indian Administrative Law.
  10. S.P. Sathe : Administrative law in India.
  11. M.P. Jain & S.N. Jain : Principles of Administrative law.

Subsidiary Readings:

1. H.W.A. Wade : Administrative Law
2. Wade and Phillips : Constitutional Law

*AS*  
प्रभारी अधिकारी

## Optional Paper

### Paper IV –Police Administration

#### Section – A

Nature, scope and significance of Police-Administrative Approaches to Police Administration-Role of Police in the contemporary society. Evolution of police in India-Pre British System of Police in India-Indian Police Act Police objectives-Protection of the society through maintenance of re and order.

#### Section – B

Central Police organizations, their structure and functions – IB, CBI CRPF, RPF, BSF and CISF – Report of the National Police commission (1979-82) Functions of the police- Prevention of crime, Patrolling, Surveillance, Intelligence-Maintenance of law and order upholding human rights.

#### Section – C

State level police : Its structure and function – other police organizations-CID, Finger print burean, Dog squad DVAC. Issue area : Autonomy and Accountability of Police. Police neutrality – Corruption in public Role of Police in Society. Women police – their need and importance- Recruitment and Training of constables, sub-Inspectors and DG, SP of Police.

#### Books Recommended-

- 1- Charles R. Swan Son – Police Administration structures, processes and Leonard territo and behaviour Robert Tylor
- 2- Gary W Cordner - Police Administration
- 3- Saha B.P.-Indian Police
- 4- Sharma P.D.-Police Administration
- 5- Venugopal Rao.S, Criminal Justice Problems and perspective in India.
- 6- Reports of the National Police commission central Governmental

  
प्रमारी अधिकारी  
अकादमिक-प्रश्न.



M.A. (PUBLIC ADMINISTRATION)

Optional Paper V

**PUBLIC POLICY AND ANALYSIS**

Time: 3 Hrs.

Max. Marks: 100

**Section – A**

Public Policy: Meaning, Nature, Types and Importance.

Policy Analysis: Meaning, Dimensions, Stages.

Models of Public Policy Making: Dror's Model, Simon's Model and Lindbloom's Model.

Public Policy Making: Role of Political Executive, Legislature, Bureaucracy and Judiciary.

Policy making process.

**Section – B**

Major Determinants in Policy Making: Political Parties, Interest Groups.

Public Policy Implementation: Role of Legislature, Political Executive, Judiciary and Bureaucracy.

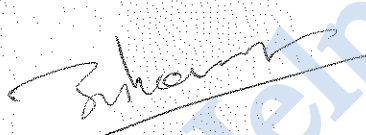
Role of Non – governmental agencies Voluntary Organizations, Pressure Groups.

Major problems in Policy Implementation.

**Section – C**

Policy Evaluation: Meaning, functions, Problems of evaluation.

Criteria for evaluation of Public Policy.







  
प्रभारी अधिकारी  
अकादमिक-प्रथम

41  
M.A. (PUBLIC ADMINISTRATION)  
(SEMESTER-IV)

**Suggested Readings:**

1. Charles E. Lindbloom, *The Policy Making Process*.
2. Dayal Ishwar, *Dynamics of Formulating a Public Policy*, New Jersey, Prentice Hall, 1975.
3. D. Drey, *Problem Definition in Policy Analysis*, Kansas, University Press of Kansas, 1984.
4. H.A. Aaron, T.E. Mann & Taylor (ed.) *Values and Public Policy*, Washington D.C., Braking Institution, 1994.
5. Herbert A. Simon, *Administrative Behaviour*.
6. Herbert A. Simon, *The New Science of Management Decisions*, New York, Harper, 1960.
7. J.E. Anderson, *Public Policy Making*, Boston, Houghton Mifflin, 1990.
8. L.N. Gerston, *Public Policy Making: Process and Principles*, London M.E., Sharpe, 1997.
9. Pardeep Sahni, *Public Ploicy: Conceptual Dimensions*, Allahabad, Kitab Mahal, 1987.
10. P.B. Rathod, *Public Policy Making: The Discipline and its Dimensions*, New Delhi, Commonwealth, 2005.
11. P.K. Saxena, (ed.) *Comparative Public Policy*, Jaipur, Rawat, Publication, 2000.
12. Paul H. Appleby, *Policy and Administration*, Alabama, University of Alabama Press, 1957.
13. R.K. Sapru, *Public Policy: Formulation, Implementation and Evaluation*, New Delhi, Sterling Publishers, 1984.
14. S.R. Maheshwari, *Public Ploicy Making in India*, Indian Journal of Political Sciences, Vol. 38, 1987.
15. Thomas R. Dye, *Understanding Public Policy*, New Jersey, Englewood Cliff Prentice Hall, 1997.
16. W. Dunn, *Public Policy Analysis: An Introduction*, New Jersey, Prentice Hall, 1993.
17. Yehezkel Dror, *Public Policy Making Re-examined*, San Francisco, 1968.





