

Dr. B.R. Ambedkar University of Social Sciences

Dr. Ambedkar Nagar (Mhow), Indore (M.P.)



M.A. (MASTER OF ARTS)

IN

PUBLIC ADMINISTRATION

SYLLABUS

Session: 2018-19

पाठ्यक्रम परिचय

(Introduction of the Course)

एम.ए.- लोक प्रशासन (Public Administration)

एम.ए. (लोक प्रशासन) पाठ्यक्रम पूर्णकालिक द्विवर्षीय पाठ्यक्रम है। यह पाठ्यक्रम चार सत्रार्द्धों (Semesters) तथा दो वर्षों के क्रम में विभक्त है। प्रथम वर्ष में सत्रार्द्ध I व II तथा द्वितीय वर्ष में सत्रार्द्ध III व IV का अध्यापन किया जायेगा। पाठ्यक्रम के अन्तर्गत व्याख्यानों, संगोष्ठियों, प्रायोगिक-कार्यो, ट्यूटोरियल्स तथा प्रदत्त-कार्यो (Assignments) आदि के माध्यम से अध्यापन किया जायेगा। प्रत्येक सत्रार्द्ध में लोक प्रशासन विषय के चार-चार प्रश्न-पत्र होंगे। प्रत्येक प्रश्न-पत्र के लिए पाँच इकाइयाँ (Units) तथा 3 क्रेडिट्स निर्धारित होंगे।

विषय विशेष प्रश्न-पत्र (लोक प्रशासन) के साथ ही विश्वविद्यालय द्वारा निर्धारित अनिवार्य प्रश्न पत्र का भी प्रत्येक सत्रार्द्ध में अध्ययन करना होगा।

अंक-विभाजन (प्रति प्रश्न-पत्र)

1. सैद्धान्तिक-प्रश्न (Theoretical Questions)	— 60
2. आन्तरिक- मूल्यांकन (Internal Assessment)	— 40
मध्य-सत्रार्द्ध मूल्यांकन + गृह कार्य + कक्षा में संगोष्ठी पत्र प्रस्तुति	(20 + 10+ 10)
योग :	— 100

परीक्षा माध्यम : लोक प्रशासन विषय हिन्दी एवं अंग्रेजी दोनों माध्यम में संचालित किया जाएगा ।

सैद्धान्तिक प्रश्न-पत्र का स्वरूप (Pattern of Theoretical Question paper)

दीर्घोत्तरीय प्रश्न	4 x 10	— 20 अंक
लघुत्तरीय प्रश्न	6 x 5	— 30 अंक
टिप्पणी लेखन	2 x 5	— 10 अंक
योग		— 60

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M.A. – PUBLIC ADMINISTRATION

FIRST YEAR : FIRST SEMESTER		
COURSE CODE	COURSE PAPER	CREDITS
PUB - 511	Principal of Public Administration	3+0
PUB - 512	Organization and Management	3+0
PUB - 513	Local Self Governments -Rural & Urban	3+0
PUB - 514	Administrative Thought	3+0
	TOTAL CREDITS	12+0=12

FIRST YEAR : SECOND SEMESTER		
COURSE CODE	COURSE PAPER	CREDITS
PUB - 521	Comparative Public Administration	3+0
PUB - 522	Research Methodology	3+0
PUB - 523	Social and Financial Administration	3+0
PUB 524	Management of Rural Development	3+0
	TOTAL CREDITS	12+0=12

SECOND YEAR : THIRD SEMESTER		
COURSE CODE	COURSE PAPER	CREDITS
PUB – 531	Public Policy	3+0
PUB - 532	Digital Governance: Theory & Practice	3+0
PUB – 533	Social Welfare and Social Justice	3+0
PUB – 534	Issues of Public Administration	3+0
	TOTAL CREDITS	12+0=12

SECOND YEAR : FOURTH SEMESTER		
COURSE CODE	COURSE PAPER	CREDITS
PUB – 541	Disaster Management and Sustainable Development	3+0
PUB – 542	Human Resource Management and Industrial Relations	3+0
PUB – 543	Public Enterprises and Corporate Governance	3+0
PUB – 544	Project & Viva-Vice	0+3
	TOTAL CREDITS	09+3=12

M.A. – Public Administration

(Syllabus)

Paper – 01 Principal of Public Administration 3+0=3

(PUB-511)

Unit-1

Meaning nature, Scope and Importance of Public Administration. Evolution of Public Administration, New Public Administration, Relation of Public Administration With other social (political science, Economics, psychology and sociology) Public and private Administration.

Unit-2

Organization - Meaning, Importance, Types of organization, Formal and Informal Organization, Basis of Organization (4P). Principal of Organization: Hierarchy, Span of Control, Unity of Command.

Unit-3

Principles of Organization: Authority and responsibility and accountability. Centralization and decentralization. Delegation, Supervision and co-ordination Integration VS Disintegration.

Unit-4

Administration Approaches: Classical approach, Behavioral approach, System approach.

Unit-5

Administrative Approaches: Scientific Management approach FW Taylor, Human Relation approach Elton Mayo, Ecological approach. FW Taylor.

Books Recommended

1. A.R. Tayagi : Public administration
2. M.P. Sharma Sadana : Public administration.
3. B.L. Fadia : Public administration (Hindi & English) .
4. Mohit Bhattacharya : New Horizons of Public administration .
5. L.D. White : Introduction to the study of Public Administration.
6. F. M. Marx (E.D.) : Elements Of Public Administration.

Paper –02 Organization and Management

3+0=3

(PUB-512)

Unit-1

Structure of Organization :Chief executive – Types, Role and Functions, Features of Good Chief executive .Line and Staff : Line Agency –Department- types ,Important and need ,Basis of Department Organization. Staff Difference –Staff- Types, Features , Functions, Merits and Demerits of Staff ,Difference between Staff and Iine .

Unit-2

Line Agencies: Public Corporation- Definition, Purpose of establishment of corporation, Types, Difference between public corporation and department. Independent Regulatory Commission- meaning, Feature and function, Merits and demerits, suggestion for improvement.

Unit-3

Management- Meaning Nature, significance and feature, Function of management, POSDCORB, , Management by objective (MBO), management by exception (MBE), ‘concept of New Public management.

Unit-4

Tools of Administrative management : Decision making (contribution of Herbert Simon), Leadership, Communication, Time management, Stress Management, Office Management.

Unit-5

O &M : Meaning, Nature, function, Information Technology in public administration. PERT &CPM technique, Concept of Good Governance, Administrative reforms.

Books Recommended:

1. M. Bertmgrose : Organization and their Meaning.
2. D. Givishioni : Organization and Management.
3. L. S. Shrinath : PERT & CPM- Prncipal and Application.
4. I.L.O. Introduction to work Study Development in India.

Paper – 03

Local Self Governments -Rural & Urban

3+0=3

(PUB-513)

Unit-1

Local Self Governments- Meaning, Nature, Importance, Development and scope.

73rd and 74 th Amendment in constitution.

Unit-2

Urban Local Bodies- Types, Organization, Functions and Working. Autonomy and State control over Urban Local Bodies.

Unit-3

Panchayti Raj Institutions- Three Tier System, Structure and formulation, functions and powers. Role of state finance commission.

Unit-4

Functions and Role of Local Government in India.

Challenges before the Local Self-Government.

UNIT-5

State and Local Government Relations.

Major Features and Structure of Local Government in UK USA, France and India.

Books Recommended:

1. SR Maheshwari& RR Arora: Bueraucracy and Development
2. SP Verma&Sksharma : Development Administration.
3. CM Jain: Dynamics of Development.
4. CN Bhalerao (ED) : Administration, Political and Developent in India.

Paper-04

Administrative Thought

3+0=3

(PUB-514)

Unit-1

Administrative Thinkers- Kautilya, Woodrow Wilson, L.Gulick and L. Urwick ,Max Weber.

Unit-2

F.W. Taylor, Henry Fayol, M.P.Follet , Elton Mayo,C.I. Barnard

Unit-3

C.I. Barnard, Abraham Maslow, F. Herzberg, Herbert Simon and Rensis Likert.

Unit-4

F.W. Riggs, D.McGregore, Chris Argyris, Peter Drucker .

Unit-5

Dr.B.R.Ambedkar, M.K.Gandhi,J.L.Nehru,SardarVallabh-Bhai Patel, Jai Parkash Narayan,
A.NarendraDev,R.M.Lohiya.

Paper-01 Comparative Public Administration

3+0=3

(PUB-521)

UNIT-1

Comparative Public Administration Concept– Nature and Scope, Types, Importance. Rise of Comparative Study

UNIT-2

Theories and Models of Comparative Public Administration- Contributions of F.W. Riggs, Montgomery and Ferrel Heady. Ecological Model, Bureaucratic model.

UNIT-3

Comparative Features of Admn. In Developed countries & Developing countries. Civil Services, features in UK., USA & India.

UNIT-4

Various Control Mechanisms over Administration in U.K.,U.S.A. and India. Parliamentary commissioner, Lokpal proposed Lokayukta.

Citizen and Administration- Machinery for redressed of citizens grievances in U.K.,U.S.A. and India.

UNIT-5 Legislative, Executive, Judicial control mechanisms over administration in U.K.,U.S.A. and India. Comparative Features of administrative culture in UK, USA and India.

Paper-02 Research Methodology

3+0=3

(PUB-522)

UNIT-1

Social Research: Meaning, Definitions. Nature & Scope.

Types of Research in Social Sciences: Pure Research, Applied Research, Historical Research, Philosophical Research, Scientific Research, Comparative Research.

Identification of Research Problem and Preparation of Research Design.

UNIT-2

Research Design: Meaning, Ideal features.

Research Methods in Social Sciences.

Hypothesis: Concept, definitions, Types, Sources and Importance.

UNIT-3

Sampling –Meaning, Types, Sampling determination.

Tools of Data Collection – Questionnaire, Interview, Content Analysis

UNIT-4

Processing of Data: Content Analysis, codification and Tabulation

Measures of Central Tendency –Mean, Mode and Median.

UNIT-5

Report Writing: Objectives, Elements, /Features of ideal report writing, Problems, Challenges in writing Reports.

Case Study: Content, Features & importance.

Paper-03 Social and Financial Administration 3+0=3
(PUB-523)

UNIT-1

Meaning, Nature, Principles and Scope of Social and Financial Administration.

Social Administration at the Central & State Level: The Departments and Directors of Social Welfare.

UNIT-2

Methods of Social Administrations - Case work, Group work and Community Origination Social Policy in India.

Personal system for Social Administration.

UNIT-3

Financial Administration- Budget, Enactment of Budget, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor-General.

UNIT-4

Plans- Five –Year Plans, Formulation of Plans, National Development Council, Plan Implementation.

UNIT-5

Centre-State Relations-Legislative, Administration and Financial, Finance Commission.

Paper-04

Management of Rural Development

3+0=3

(PUB-524)

UNIT-1

Rural Development-Meaning, Nature, Importance and Scope.

Rural Development-Structure, Functions and Role, Finances Agency of Rural Development.

UNIT-2

Concept of Rural Development Approaches to Rural Development, Community Development, Area Development.

UNIT-3

Integrated Rural Development, Centralization and Decentralization, Role of Cooperatives.

UNIT-4

Process of Urbanization, Urban Development, Infrastructure, Housing, Water Supply, Sewerage, Environment, Transport.

UNIT-5

Structure of Rural Development, 73rd Constitution Amendment Act., Forms of Rural Development at the District, Block and Village level.

Master Plan, National Capital Region, Development Authorities, Slums.

Paper-01

Public Policy

3+0=3

(PUB-531)

UNIT-1

Public Policy-Meaning, Definition, Nature Types and Scope & Significance. Difference the Public policy & Decision-Making & planning.

Approaches to Public Policy.

UNIT-2

Policy-making Process, Policy Formulation, Policy Evaluations, Policy Implementation, Evolution. Policy Making Institutions; Legislation, Advisory Bodies commissions & Council.

UNIT-3

Policy Implementation: Machinery for execution, bureaucracy: Role & Challenges.

Policy Implementation- System and Models, Role of Various Agencies, Problems.

UNIT-4

Policy Evaluation & Analysis: Meaning & Importance, Types, Approaches to public policy. Policy Impact; Importance & Objectives, Impact determination, Problems & Solutions.

UNIT-5

Basic features of Education Policy, Health Policy, Employment Policy, Population Policy, Energy Policy in M.P.

Paper-02 Digital Governance: Theory & Practice 3+0=3

(PUB-532)

Unit-1

Digital Governance; Meaning, Nature, Scope, Significance; Digital Government Strategy Framework, Organization work Culture in Digital Governance.

Unit-2

E-Governance: Concept, Features, Types of E-Governance., Key Issues in Digital Governance; Service Delivery Innovation, Critical Success Factors and Critical Failure Factors,

Unit-3

Digital governance at Central level- Ministry of Info. & Broadcasting NIC; organisation- Structure, Functions, Implementing agencies. IT facilitator agencies in M.P. – MAPIT.

Unit-4

C.M. Help line: Objectives, Work-Procedure

Digital Government in India: Nature, Scope, Significance; Recent Trends, Challenges.

Digital India Programme, National Mobile Governance Initiative, Government Data Platform India.

Unit-5

National Portal of India, Government of India Web Directory, National knowledge Network, Adhar Project, Digital Governance Initiatives at State Government Level.

Paper-03 Social Welfare and Social Justice 3+0=3

(PUB-533)

UNIT-1

Concept of Social Welfare and Social Justice.

Meaning, Nature and Scope of Social Welfare and Social Justice, Social Welfare Administration in new Economic order.

UNIT-2

Organizational Structure for Social Justice Administration-Central Social Welfare Board and State Social Welfare Board.

UNIT-3

Role of N.G.O. and Voluntary Organizations, State Departments of Social Welfare and the Union Ministry of Social Justice and Empowerment. Reservation Policy.

UNIT-4

. Social Welfare Policies and Programmes for SC/ST,OBCs, Women ,Child, Disabled and Aged at Central & State level; Composition and Functions of National Commission for SC/ST, Women.

UNIT-5

International Agencies for Social Welfare: Composition and Functions of UNESCO, UNICEF, ILO, WHO (with special reference to India).

Paper-04 Issues of Public Administration

3+0=3

(PUB-534)

UNIT-1

Good Governance: Concept, Citizen Charter, Public Private Partnership, Transparency and RTI, Public Administration :Pre and Post Liberalization ,Human Rights and Police Administration.

UNIT-2

Responsive Administration, Administrative Ethics, Civil Society, Citizen Participation in Development Administration, NGOs as the Non –State Actor in Public Administration.

UNIT-3

Consumer Interested and Protection, Redressal of Citizen Grievances, Administrative Reforms LokAdalats ,Public Interest Litigation Judicial Activism, Public Service Delivery.

UNIT-4

Public Distribution System, Millennium Development Goals, Rural Health Services.

UNIT-5

Gender Issues and Women Empowerment, Sustainable Development, India's Administrator Culture, Right Based Development and its Impact on Indian Administration.

Paper-01 Disaster Management and Sustainable Development 3+0=3

(PUB-541)

UNIT-1

Disaster Management: An Overview-History, Types, India's key Hazards & Crisis Response Mechanisms; Preparedness and Risk Reduction, Recovery.

UNIT-2

Emergency Response System, NDMA, SDMA, Indian Case Studies: Disaster Management and Efforts by Government, Role of Civil Society in Disaster Management, 14th FC & Disaster relief.

UNIT-3

Sustainable Development-Concept and Current Issues: Development and its Sustainability, Sustainable Development and International Politics.

UNIT-4

Earth Summit-International and National Efforts, Globalization and Sustainable Development: Legislative Framework, Ethics in Sustainable Development.

UNIT-5

Policy and Practice of Land, Water, Energy, Environment and National Resources, Urban Development, Environmental Audit, Role of Citizen and Participatory Management.

Paper-02 Human Resource Management and Industrial Relations 3+0=3

(PUB-542)

UNIT-1

Human Resource Management- Meaning, Nature, Scope and Significance, Human Resource Planning and Strategy, Job Description, Job Analysis, Job Evolution, Recruitment, Selection, Appointment and Promotion Performance Appraisal.

UNIT-2

Learning and Development, Management Development, Employee Capacity Building Strategies, Employee Health and Safety, Managing Change at Workplace, Motivation and Morale, Learning Organization.

UNIT-3

Industrial Relations, Discipline and Grievances, Industrial Conflicts, Collective Bargaining, Joint Consolation and Information Sharing, Labor Management Participation.

UNIT-4

Joint Management Council, Joint Consultative and Compulsory Arbitration Scheme, Trades Unions Grievance Procedure and Grievance Handling.

UNIT-5

Factories Act, 1948; Industrial Dispute Act, 1947, Payments of Wages Act, Employees Provident Fund Act, Case Studies.

Paper-3 Public Enterprises and Corporate Governance

3+0=3

(PUB-543)

UNIT-1

Public Enterprises: Concept, Characteristics, Significance, Evolution of Public Enterprises, Forms of Public Enterprises, Governing Board.

UNIT-2

Department of Public Enterprises: Functions and Role, PEs in LPG Era.

Personal Management: Recruitment, Training, Promotion and Remuneration; Financial Management of Public Enterprises, Control Over Public Enterprises: Parliamentary, Ministerial and Audit.

UNIT-3

Issues Areas in Public Enterprises: Accountability and Autonomy, Memorandum of Understanding (MOU), Privatization & Disinvestment.

UNIT-4

Concept of Navaratna, Mergers & Acquisitions, Various Theories of Pricing Policy, Profitability & Performance.

UNIT-5

Corporate Governance: Meaning, Objectives & Principles, Models of Corporate Governance.

The Board of Directors, Corporate Social Responsibilities, Corporate Governance and Ethics.

Paper-04 Project & Viva-Voce

0+3

(PUB – 544)

Candidate has to write a project on the topic of Public Administration with the approval of the Committee of the Department of Public Administration. Each candidate will be allotted one supervisor who will guide the candidate in completing his/her project. There will be 100 pages in this research work. Each candidate has to face Viva Voce also.