

M.A. (TWO YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD8000T
Title of the Course	Administrative Theories
Qualification Level of the Course	NHEQF Level 6
Credit of the course	4 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	60 (45+15). 45 lectures for content delivery and 15 tutorials.
Prerequisites	Bachelor Degree
Co-requisites	None
Objectives of the course	<ul style="list-style-type: none"> ➤ After the completion of the programme the students will be able to understand theoretical and in-practice part of existing Public Administration and government mechanism. ➤ Students will be able to perform in a better way in the competitive examinations especially in civil service exams.
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to describe basics of Public Administration. ➤ Students will be able to explain organizational theories and principles.
SYLLABUS	
UNIT-I	<p>Meaning, Nature and Scope of Public Administration, Importance of Public administration in Modern Society, Public and Private Administration. Evolution of the study of the Public Administration. (12h)</p>

UNIT -II	<p>Public Administration as a Social Science and its Relationship with Political Science, Economics, Sociology and Law.</p> <p>Approaches to the study of Public Administration : Classical and Humanistic. (12h)</p>
UNIT-III	<p>Principles of Organization : Formal and Informal Organization, Hierarchy, Unity of Command, Span of Control, Coordination, Centralisation - Decentralisation. (12h)</p>
UNIT-IV	<p>Chief Executive, Line and Staff, Supervision, Delegation, Leadership, Communication, Decision-Making. (12h)</p>
UNIT-V	<p>Personnel Administration: Civil Service and its Role in a Developing Society; classification, Recruitment, Training and Promotion. (12h)</p>
Text Books	<ul style="list-style-type: none"> ➤ M.P. Sharma, Principles and Practice of Public Administration (Allahabad, Kitab Mahal) ➤ D.R. Sachdeva and Meena Sogani, Public Administration, Concepts and Application (New Delhi Associated Publishing House, 1981) ➤ A. Awasthi, S.R. Maheshwari, Public Administration (Agra, Laxmi Narain Agarwal, 1987) ➤ C.P. Bhambri, Public Administration (Meerut, Jai Prakash Nath & Co. 1987) ➤ A.R. Tyagi: Public Administration (Meerut, Jai Prakash Nath & Co. 1987) ➤ Vishnu Bhagwan & Vidya Bushan, Public Administration ➤ Avasthi and Maheshwari, Lok Prakashan ➤ C.P. Bhambri, Lok Prakashan. ➤ Harish Chandra Sharma, Lok Prakashan Ke Adhaar ➤ Vishnu Bhagwan and Vidhya Bhushan, Lok Prakashan ➤ B.L. Fadia, Lok Prakashan ➤ Ravindra Sharma, Lok Prakashan Ke Tatwa ➤ Surendra Kataria : Lok Prashasan Ke Tatwa
Reference Books	<ul style="list-style-type: none"> ➤ John pfiffner and Robert presthus, Public Administration. ➤ Dimock and Dimock, Public Administration. ➤ Torrfy, Principles of Management. ➤ Jhon, D. Millat, Management in Public Services ➤ E.N. Goledden, Essentials of Public Administration.

Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in

M.A. (TWO YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD8001T
Title of the Course	Administrative Thinkers
Qualification Level of the Course	NHEQF Level 6
Credit of the course	4 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	60 (45+15). 45 lectures for content delivery and 15 tutorials.
Prerequisites	Bachelor Degree
Co-requisites	None
Objectives of the course	To acquaint the students with administrative thoughts various intellectuals and thinkers of public administration and their propositions.
Learning outcomes	<ol style="list-style-type: none"> 1. Students will be able to describe the administrative thoughts of various thinkers. 2. Students will be able to analyze the utility of administrative thoughts in present era.
SYLLABUS	

UNIT-I	Thoughts of Woodrow Wilson, Kautilaya, Henri Fayol. (12h)
UNIT -II	Thoughts of Luthar Gullick, L. Urwick, F.W. Taylor. (12h)
UNIT-III	Thoughts of M.P. Follet, Chester Barnard, Elton Mayo (12h)
UNIT-IV	Thoughts of A.H. Maslow, Douglas Mc Gregor, Chris Argyris (12h)
UNIT-V	Thoughts of Rensis Likert, Fredrick Herzberg , Dwight Waldo (12h)
Text Books	<ol style="list-style-type: none"> 1. Prasad and Prasad: Administrative Thinkers (In Hindi also). 2. Singh, R.N.: Management Thoughts and Thinkers. 3. Ali, S.S.: Eminent Administrative thinkers. 4. Tilest and Mills: Management Thinkers. 5. Daniel E. Ciffths: Administrative Theory.
Reference Books	<ol style="list-style-type: none"> 1. Amitai Etzioni: Modern Organization, New Delhi, Prentice Hall of India Pvt. Ltd. 1964. 2. Bertram, M. Gross: The Managing of Organizations (Vol.1) New York. The Free Press, 1964. 3. Peter Self: Administrative Theories and Policies. 4. Fred Luthans: Organizational Behaviour. 5. Gerald E. Caiden: Dynamics of Public Administration Guidelines to Current Transformation in Theory and Practice.
Suggested resources	<p>E- resources</p> <p>E-pgpathashala modules:-www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in</p>

M.A. (TWO YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD8002T
Title of the Course	Public Personnel Administration
Qualification Level of the Course	NHEQF Level 6
Credit of the course	4 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	60 (45+15). 45 lectures for content delivery and 15 tutorials.
Prerequisites	Bachelor Degree
Co-requisites	None
Objectives of the course	To explain the students about the concept and theories of personnel policy and aspects of personnel administration in civil services, the Administrative reforms policies and processes in personnel administration.
Learning outcomes	<ul style="list-style-type: none"> ➤ Students will be able to discuss the historical and present scenario of Indian administration. ➤ Students will be able to describe organizational structure and functions of various administrative institutions working at union level.
SYLLABUS	
UNIT-I	Meaning, Nature, Scope, importance of Public Personnel Administration, Principles and problems of Public Personnel Administration, Recent trends in Public Personnel Administration. (12h)
UNIT -II	Development and significance of civil service in) developed and developing countries. Human Resource Management, Ethics in

	Civil Service. Public Personnel Policy around the World (12h)
UNIT-III	Man power planning, classification, Recruitment, Training, Promotion. (12h)
UNIT-IV	Conduct rules and disciplinary action, Salary, Employees Organizations, Machinery for Negotiation, Political rights of civil servants, Pension and Retirement Benefits. (12h)
UNIT-V	Administrative reforms in personnel administration. Right to strike and Administrative Tribunals of employees' grievances redressal . Role of DOPT in personnel policies. (12h)
Text Books	<ol style="list-style-type: none"> 1. Sinha, V.M.: Personnel Administration. 2. Sinha, V.M.: Karmik Prashasan (Hindi) 3. Jain, C.M.: Sevivargiya Prashasan (Hindi) 4. Maheshwari, Shriram: Higher Civil Service in France. 5. HMSO: Progress in the Next Steps Initiative. 6. Sarkar Siuli, Public Administration in India.
Reference Books	<ol style="list-style-type: none"> 1. Finer: Theory and Practice of Modern Government (Chapters on Civil Service) 2. Gladden, EN: British Civil Service—Its Problems and Future. 3. Glen Stahl, O.: Public Personnel Administration. 4. Mackenzie and Grove: Central Administration in Britain (Chapters on Personnel Administration). 5. Geoffrey K. Fry: The Changing Civil Service.
Suggested resources	<p>E-pgpathashala modules:-www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p>

M.A. (TWO YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD8003T
Title of the Course	Comparative Public Administration
Qualification Level of the Course	NHEQF Level 6
Credit of the course	4 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	60 (45+15). 45 lectures for content delivery and 15 tutorials.
Prerequisites	Bachelor Degree
Co-requisites	None
Objectives of the course	The paper aims to help students in understanding the concept of comparative public administration as well as features of administration of various countries and working of some administrative institutions on comparative basis.
Learning outcomes	<ol style="list-style-type: none"> 1. Students will be able to explain the evolution, concept and importance of comparative public administration with the ecological aspects. 2. Students will be able to describe and compare the constitutional and administrative mechanism of UK, USA and France. 3. Students will be able to describe the <i>Weberian and Riggsian</i> theories.
SYLLABUS	
UNIT-I	Meaning, nature and significance of comparative Public Administration, New Trends in Comparative studies, Evolution of comparative public administration, features of administration in developed and developing countries. (12h)

UNIT -II	Ecology of Administration: Political, Social, Economic and Cultural environment. Approaches of Comparative Public Administration: Ecological, Structural-Functional, Behavioural. (12h)
UNIT-III	Max Weber's typology of authority—Essential features and use of Ideal type, bureaucratic model. Utility and limitations of bureaucratic model in the Administrative systems of third world. Rigg's typology of societies, Agreria-Industrial Typologies, Fused-Prismatic -diffracted model, Sala Model. Riggsian concept of Development. (12h)
UNIT-IV	Salient features of the constitution of USA, UK and France. Administrative system and civil services of USA, UK and France. (12h)
UNIT-V	Parliamentary commissioner in UK. Whitleyism in UK. Right to strike in France. ENA in France and Conseil d' eta in France. (12h)
Text Books	<ol style="list-style-type: none"> 1. Ramesh K. Arora: Comparative Public Administration: An Ecological Perspective (Associated Pub. House, New Delhi, 1979). 2. Chaturvedi, T.N. : तुलनात्मक लोक प्रशासन 3. Ramesh K. Arora : तुलनात्मक लोक प्रशासन 4. Irving Swerdlow (Ed.): Towards the Comparative Study of Public Administration. 5. Siffin W.J.: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, Indiana, 1959). 6. John Greenwood, Public Administration in Britain, Unwin Hymen, London, 1989.
Reference Books	<ol style="list-style-type: none"> 1. Ferrel Heady: Public Administration: A Comparative Respective (Englewood Cliffs, N.J., Prentice Hall, 1966).

	<p>2. Sybil I. Stokes: Papers in Comparative Public Administration (Ann Arbor : University of Michigan Press, 1962).</p> <p>3. Nimrod Rapheels: Readings in Comparative Public Administration (Boston, Allyn Bacon, 1967).</p> <p>4. Keith Henderson: Comparative Public Administration: Theory and Relevance (New York Graduate School of Public Administration, New York University, 1967).</p> <p>5. Preston Le Breton: Comparative Administrative Theory (Seattle University, Washington Press, 1968).</p>
Suggested E-resources	<p>E-pgpathashala modules:-www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p>

M.A. (TWO YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD8004T
Title of the Course	Constitution and Administration
Qualification Level of the Course	NHEQF Level 6
Credit of the course	4 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	60 (45+15). 45 lectures for content delivery and 15 tutorials.
Prerequisites	Bachelor Degree
Co-requisites	None

Objectives of the course	The paper aims to help students in understanding various aspects of Indian Constitutions as well as different organs of the government and institutions.
Learning outcomes	<ol style="list-style-type: none"> 1. Students will be able to explain basics of the Indian Constitution and its impacts of Indian Administration. 2. Students will be able to explain the functioning of constitutional administrative bodies.
SYLLABUS	
UNIT-I	Evolution of the Constitution of India, Constituent Assembly. Salient features of the Constitution of India. Preamble and Philosophy of the constitution. (12h)
UNIT -II	Citizen and the state-Fundamental rights and fundamental duties. Directive Principles of State Policy. Impact of these principles on the administrative state. (12h)
UNIT-III	Legislatures in India. Parliament: Lok Sabha and Rajya Sabha—their composition, functions, powers and relations, the committee System. State Legislative : Vidhan Sabha and Vidhan Parishad—their composition, powers, functions and relationship. (12h)
UNIT-IV	Judiciary : Supreme Court and High Court—their organization, powers, functions and roles. Sub- ordinate courts. Judicial activism and Public interest litigations. (12h)
UNIT-V	Constitutional administrative bodies in India. Organization, functions and role of Election Commission of India. Democratic administration and role of the constitution. (12h)
Text Books	<ol style="list-style-type: none"> 1. Basu, D.D. : Constitutional Law of India, Bombay, Prentice Hall of India. 2. Dube, S.C. (ed.): Public Services and Social Responsibility, New Delhi, Vikas, 1979. 3. Fadia, B.L. : Indian Government and Politics, Agra, Sahitya Bhawan, 1992. 4. Shiva Rao : The Framing of Indian Constitution, Bombay, N.M. Tripathi & Co., 1969.

	<p>5. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014</p> <p>6. Bidyut Chakrabarty and Mohit Bhattacharya (Ed.), The Governance Discourse : A Reader, Oxford, New Delhi, 2008.</p> <p>7. B. Shiva Rao (Ed.), The Framing of Indian Constitution, Universal Publishing House, New Delhi, 2004.</p>
Reference Books	<p>1. Mombwall, K.R. : Government and Politics in India, Ambala Cantt., Modern Publications, 1981.</p> <p>2. Palmer-Norman, D. : Elections and Political Development, New Delhi, Vikas, 1976.</p>
Suggested E-resources	<p>E-pgpathashala modules:-www.inflibnet.ac.in</p> <p>www.ignou.ac.in</p> <p>www.sawayam.gov.in</p>

M.A. (TWO YEAR DEGREE PROGRAM)	
SEMESTER-I	
SUBJECT- PUBLIC ADMINISTRATION	
Code of the Course	PAD8005T
Title of the Course	Governance and Administration
Qualification Level of the Course	NHEQF Level 6
Credit of the course	4 credits
Type of the course	Discipline Centric Compulsory Course (DCC) in Public Administration
Delivery type of the Course	60 (45+15). 45 lectures for content delivery and 15 tutorials.
Prerequisites	Bachelor Degree
Co-requisites	None

Objectives of the course	The paper helps the student in understanding the concept of democracy, bureaucracy, participatory governance and digital governance.
Learning outcomes	<ol style="list-style-type: none"> 1. Students will be able to describe the concept and importance of the state, democracy, good governance and participatory governance. 2. Students will be able to analyze the impact of ICT and digital revolution over public administration working.
SYLLABUS	
UNIT-I	Concept and importance of State. Meaning, types and significance of government. , Democracy, Bureaucracy and government. (12h)
UNIT -II	Good governance- Meaning, concept, components and characteristics. Tools and strategies of good governance. Initiatives taken by India for good governance. (12h)
UNIT-III	Participatory governance, The Rationale of Participation: Conceptual Issues , New Governance Paradigm: The Emerging Partnerships/Engagement Initiatives . (12h)
UNIT-IV	Democracy and Development, Political Regimes, Political Participation and Social Inclusion, Innovations and Pitfalls in Participatory Governance. (12h)
UNIT-V	Information and Communication Technology and its impact on the Public Administration- Digital and e. governance. Impact of globalization on the governance of developing countries. (12h)
Text Books	<ol style="list-style-type: none"> 1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014 2. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003 3. Bidyut Chakrabarty and Mohit Bhattacharya (Ed.), The Governance Discourse : A Reader, Oxford, New Delhi, 2008. 4. Alka Dhameja (Ed.), Contemporary Debates in Public Administration, PHI, New Delhi, 2003. 5. S.L.Goel, Good Governance : An Integral Approach, Deep and Deep Publishing, New Delhi, 2007.

Reference Books	1. B.C. Smith, Good Governance and Development, Palgrave Macmillan, New York, 2007.
Suggested E-resources	E-pgpathashala modules:- www.inflibnet.ac.in www.ignou.ac.in www.sawayam.gov.in