

SYLLABUS

M. A. PUBLIC ADMINISTRATION : II SEMESTER

Paper – I: Political Theory

- 1. Political theory** meaning and approaches
- 2. Theories of the state:** Liberal, Neoliberal, Marxist, Pluralist, Post-colonial and feminist.
- 3. Justice:** Conceptions of justice with special reference to Rawl's theory of justice and its communitarian critiques.
- 4. Equality:** Social, political and economic; relationship between equality and freedom; Affirmative action.
- 5. Rights:** Meaning and theories; different kinds of rights; concept of Human Rights.
- 6. Democracy:** Classical and contemporary theories; different models of democracy – representative, participatory and deliberative.
- 7. Concept of power,** hegemony, ideology and legitimacy.
- 8. Political Ideologies:** Liberalism, Socialism, Marxism, Fascism, Gandhism and Feminism.
- 9. Indian Political Thought:** Dharamshastra, Arthashastra and Buddhist traditions ; Sir Syed Ahmed Khan, Sri Aurobindo, M.K. Gandhi, B.R. Ambedkar, M.N. Roy .
- 10. Western Political Thought :** Plato ,Aristotle, Machiavelli, Hobbes, Locke, John, S. Mill, Marx, Gramsci, Hannah Arendt.

Suggested Readings:

- George, H. Sabine, *A History of Political Theory*, Oxford and I.B.H. Publishing, New Delhi, 1973 (English & Hindi)
- C.L. Wayper, *Political Thought*, Hutchinson, London, 1965.
- S. Mukerjee, & S. Ramaswamy, *A History of Political Thought*, Prentice Hall, New Delhi, 1999
- J.H. Hallowell, *Main Currents in Modern Political Thought*, Holt, New York, 1960.
- A. Hacker, *Political Theory: Philosophy, Ideology, Science*, Macmillan, New York, 1961
- O. Dunleary and B.O' Leary, *Theories of Liberal Democratic State*, Macmillan, London, 1987.
- U.N. Ghosal, *A History of Indian Political Ideas*, OUP, Mumbai, 1968
- A S Altekar, *State and Government in Ancient India*, Delhi, Motilal Banarasidas, Delhi, 1966.
- V.R. Mehta, *Foundations of Indian Political Thought*, Manohar Publisher, New Delhi,

1999. R.S. Sharma, *Aspects of Political ideas and institutions in Ancient India*, Delhi, 1959

F.W. Coker, *Recent Political Thought*, The World Press Pvt. Ltd., Calcutta, 1971.

A. Hacker, *Political Theory: Philosophy, Ideology, Science*, Macmillan, New York, 1961.

J.H. Hallowell, *Main Currents in Modern Political Thought*, Holt, New York, 1960.

George, H. Sabine, *A History of Political Theory*, Oxford and I.B.H. Publishing, New Delhi, 1973 (English & Hindi)

D.Germino, *Modern Western Political Thought: Machiavelli to Marx*, Chicago University Press, Chicago, 1972.

V.P. Verma, *Modern Indian Political Thought*, Lakshmi Naryan Aggarwal, Agra, 1974.

A. Appadorai, *Indian Political Thinking through the Ages*, Khanna Publishers, Delhi, 1992.

T. Pantham, and K. Deustch (eds.), *Political Thought in Modern India*, Sage Publishers, New Delhi, 1986.

B. Parekh & T. Pantham (eds.), *Political Discourse: Exploration in Indian and Western Political Thought*, Sage, New Delhi, 1987.

M.N. Jha, *Political Thought in Modern India*, Meenakshi Prakashan, Meerut.

V.R. Mehta, *Indian Political Thought*, Manohar, New Delhi, 1996.

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Paper II: PUBLIC PERSONNEL ADMINISTRATION

I. Some aspects of Public Personnel Administration

1. Nature, Scope and importance of Public Personnel Administration
2. Different types of Personnel systems. Bureaucratic, Democratic and Representative systems
3. Growth of Civil Services in India
4. Merit System – Origin, Development and Significance
5. Equality of Opportunity vs. Reservation of Appointments or Posts
6. Role of Civil Services in Developing Society

II. Civil Services – Some Issues

1. Generalist vs. specialist
2. Civil Service Neutrality, Anonymity, Impartiality or Commitment
3. Civil Servant Relations with Political Executive
4. Civil Services' loyalty and security of service
5. Ethics, Professional Standards, Morals and Motivation
6. Integrity in Administration, Corruption- causes and Remedies

III. Staffing and Work Situation

1. Recruitment, Examination and Selection
2. Position and Rank Classification
3. Training, Career Development
4. Pay Scales, Allowances and conditions of services
5. Promotion and Performance Evaluation- Confidential Reports, Performance Rating efficiency Bar
6. Superannuation and Retirement Benefits

IV. Civil Service in India

1. Union Public Service Commission - Appointment. Conditions of Service, Functions and Independence
2. State Public Service Commission for Recruitment and its working
3. Staff Selection Commission for Recruitment and its Independence
4. All India Services – Creation, Nature and Distinctive Features
5. All India Services – Conditions of Services, Discipline and Morale
6. All India Services – Recruitment, Training, Promotion and Career Development

V. Employer-Employee Relations and Discipline

1. Civil Service Unionism. Right to strike and Right to Political Activity
2. Machinery for Negotiations -
 - a) Whitley Councils in U.K.
 - b) Staff Councils and J.C.M. in India

3. Compulsory Arbitration for Central Government Employees
4. Code of conduct, Discipline, dismissal, Removal and Appeals.
5. Participative Management

Suggested Readings:

1. O.Glean Stabl : Public Personnel Administration
2. V.A.Pai Panandikar : Personnel System for Development Administration
3. M.a.-Muttalib : Union Pubic Service Commission
4. V.Bhasker Rao : Employer-Employee Relations
5. C.P.Bhambhri : Bureaucracy and Politics in India
6. O.P.Dwivedi & R.B.Jain : India;s Administrative State
7. Felix A.Neigro : Public Personnel Administration
8. B.B.Misra : Government and Bureaucracy in India 1947-1970
9. Ashok Chanda : Indian Administration
10. Paul H.Appleby : His Two Reports on Public Administration in India
11. Study Team Report on
 - a) Promotion Policies. Conduct Rules;
 - b) Recruitment, Selection, UPSC Morale, State P.S.C.S. and Training.

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Paper III: FINANCIAL ADMINISTRATION

I. Introduction

1. Nature, Scope and importance of financial administration
2. Meaning, Significance and role of budget
3. a) Budgetary principles.
b) Approaches to budgeting classical approach Keynesian approach and approach for under developed countries.
4. Revenue and capital budget
5. Budgetary policy a) Expenditure policy b) Resource mobilization policy
6. Tax policy and canons of taxation

II. Budgetary process and design:

1. Budget classification and objectives of classification
2. Functional, organizational, objectwise and economic classification
3. Budget preparation
4. Budget approval, money bill and special procedure in respect of money bills.
5. Budget execution and review
6. New techniques of budgeting, performance budgeting; and zero based budgeting.

III. Government accounting and audit.

1. Nature, Purpose and Objectives of Government Accounting
2. Nature, Meaning and Types of Audit
3. Functions of Audit department
4. Separation of Accounts from Audit
5. Need of independent Audit
6. Controller and Auditor – General of India

IV. Financial Control:

1. Union Finance Ministry Structure, Functions and Role
2. Delegation of Financial Powers
3. Financial adviser
4. Parliamentary financial control in India
5. Public accounts committee-Origin-composition functions and role
6. Estimates committee-Origin composition functions and role

V. Union-State financial relation:

1. Allocation of resources and functions under the Indian Constitution
2. Growth of expenditure, adequacy and elasticity of resources and methods of rectification of federal fiscal imbalances
3. Finance Commission-Composition, functions, recommendation and role
4. Grant-in-aid under Arts 275 and 282 Nature, Scope and working
5. Reserve bank of India Organisation, Functions and Policy
6. Treasury system in India

Suggested Readings:

1. Hugh Dalton : Principles of Public finance
2. Raja J. Challaiah : Fiscal policy in Developing countries
3. A.r.Prest : Fiscal Policy in under Developed countries
4. A.Vasudevan : Deficit financing controls and movements of Prices in India since 1947
5. M.J.K.Thavaraj : Financial Administration in India
6. M.J.K.Thavaraj : Performance Budgeting
7. B.N.Gupta : Indian federal finance and budgetary policy
8. B.N.Gupta : Government Budgeting
9. A.R.C.Reports on a) Finance Accounts and Audit b) Financial administration of Center-State relations
10. Taskforce report on treasuries
11. A.K.Chanda : Aspects of Audit Control
12. G.Ananda Rao : Finance Commissions in India
13. Zero based budgeting

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Paper IV: ADMINISTRATIVE THEORY-II

UNIT-I BEHAVIOURALISM

- 1 Impact of Behaviouralism on Administrative Theory
- 2 Herbert A. Simon
- 3 Karl Deutsch

UNIT-II MOTIVATION THEORY-I

- 1 Abraham Maslow
- 2 Fredrick Herzberg
- 3 Douglas Mc Gregar

UNIT-III MOTIVATION THEORY

- 1 Chris Argyris
- 2 Rensis Likert
- 3 Warren Bennis

UNIT –IV ORGANISATIONAL HUMANISM

- 1 Victor Vroom
- 2 Mc Clelland
- 3 Motivational Pattern in Indian Organisations

UNIT-V EMERGING TRENDS

- 1 New Public Administration
- 2 New Public Management
- 3 New Public Administration and Globalisation

BOOKS:

1. D. Ravindra Prasad V.S. Prasad and: Administrative Thinkers
P. Satyanarayan
- 2 F.W. Riggs : The Ecology of Public Administration
- 3 Peter Self : Administrative Theories and Politics
- 4 Dwight Waldo: The Administrative State
- 5 James Mooney: The Principles of Organisation
- 6 L.D. White : An Introduction to Public Administration
- 7 H.A. Simon : Administrative Behaviour
- 8 L.M. Prasad : Organisational Behaviour

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Paper V (Optional-A): SOCIAL WELFARE ADMINISTRATION

I. Background Information

1. Concept of Welfare and its connotations
2. Constitutional Provisions : Preamble and Directive Principles of State Policy
3. Principles of Social Welfare Administration
4. Demographic History of
 - a) Child Labour
 - b) Prostitution
 - c) Old age
 - d) Beggary
 - e) Delinquency

II. Social Welfare Policy and Policy Making

1. Social Issues Policy of Union and State Level Governments
2. Economics Issues – Land Reforms and Distribution Policy of Union and State Governments
3. Cultural – educational Issues – Policies of Union and State Governments
4. United Nations and its subsidiary agencies Welfare Policies
5. Policy Formulation – The role of Local Governments

III. Welfare Schemes and Programmes relating to

1. Children
2. Women
3. Old Age
4. Minorities
5. Backward Communities – SCs, STs and BCs

IV. Structure of Administration

1. Central and State Agencies relation to Children, Women and Old Age; Minorities and Backward communities
2. Organisation of International Agencies relating to Welfare Schemes and Programmes
3. Structure of Voluntary Agencies relating to Welfare Schemes and Programmes
4. Co-ordination and linkage among the relevant agencies
5. Training to Welfare Personnel
6. Problems relating to the Organisation Agencies

V. Implementation Strategies, Performance and Prospects

1. Techniques of Implementation
2. a) Identification and b) Selection of Clientele
3. Methods relating to Sanction and Evaluation

4. Problems relating to Implementation of Schemes and Programmes – political Social etc.
5. Inadequacies relating to the implementation schemes etc. a) resources b)skills and c)psychological
6. Prospects of various ongoing schemes and Programmes of Welfare administration

Books:

1. T.S.Simey : Principles of Social Administration
2. Walter A.Friedlander : Introduction to Social Welfare
3. Garider and Judd : Development of Social Administration
4. Blunt : Social services in India
5. Chowdhury Paul : Social Welfare Administration
6. E.W.Reid : Social Welfare Administration
7. Planning Commission Social Welfare
8. Planning Commission : Social Legislation
9. S.N.Dubey : Administration of Social Welfare Programmes in India
10. Donnison Chappman V : Social Policy and Administration
11. S.D.Gokhale : Social Welfare legend and legacy
12. P.D.Kulkarni : Social Policy and Social Development in India

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Paper V (Optional-B): POLICE ADMINISTRATION

- I.
 1. Origin and Growth of Police Administration
 2. Nature of Police Administration – Pre-Independence and Post-Independence
 3. Significance and importance of Police Administration in Democratic Society
- II.
 1. Police Administration at Center Level
 2. Police Administration at State Level
 3. Police Administration at District Level
- III. *Types of Police Systems*
 1. Law and Order
 2. Traffics
 3. Crimes
 4. Law and Order in Developing Countries
- IV.
 1. Recruitment and Training of Police
 2. Staff Morale and Motivation
 3. Corruption – Causes and Remedies
- V.
 1. Police-Public Relations
 2. Reforms in Public Administration

Suggested Books:

1. R.K. Bhardwaj : Indian Police Administration
2. C.Cox Edmund : Police and Crime in India
3. R.S.D.Dogra : Securing the Nation:Central Reserve
Police Force (CRPF)
4. Favreau, Donald, F. and
Gillespie, Joseph.E : Modern Police Administration
5. Girija Shah : State Policing in India
6. R.K.Mishra : Police Administration in Ancient India

7. D.W.P.Varwell : Police and Public
8. A.K.Saxena and Sankaran : Police Training:Problems and Perspectives
9. Schultz, Donaldo, (ed.) : Modern Police Administration
10. S.Sen : Police in Democratic Society
11. J.Singh : Inside Indian Police
12. Trileknath : Indian Police in Action

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Paper V (Optional-C): HEALTH ADMINISTRATION

- I.
 1. Meaning, Nature, Scope and Importance of Health Administration
 2. National Health Policy, Planning and Development in India
 3. The Principles of Administration in hospital setting

- II.
 1. Administrative Machinery of Health System in India at National, State & District Levels.
 2. Urban Health Administration
 3. Rural Health Administration
 4. Tribal Health Administration

- III. *Hospital Organisation and Health Administration***
 1. Public and Private Hospitals
 2. Super Specialty Hospitals
 3. Hospitals run by Voluntary Organisations

- IV. *Personnel and Financial Management of Hospitals***
 - A) Staffing the Hospitals
 1. Medical, Technical, Non-technical and General Staff
 2. Attitudes –Motivation and Morale of Hospital Staff
 3. The Problems of Doctors to work in Rural Health Centers
 4. Role and Quality of Administration in a Hospital
 - B) Financial Management of Hospitals
 1. The cost of Hospital Services
 2. Financial factors affecting Hospital Administration
 3. Auditing and Accounting

V. *Organisation and Functions of International Health Agencies*

1. World Hospital Organisation (WHO)
2. United Nations Fund for Populations Activities (UNFPA)
3. Center for Development and Populations Activities (CEDPA)

Books:

1. Llewellyn-Davies, R. and Macaulay HMC : Hospital Administration
2. Tappan Francis, M : Toward understanding Administrations in the Medical Environment
3. S.L.Goel : Health and Care Administration – Ecology, Principles and Modern Trends
4. M.Sankara Rao : Health and Hospital Administration in India
5. S.L.Goel and R.Kumar : Hospital Administration and Management
6. Wheeler E. Todd : Hospital Design and Functions
7. W. H. O., Geneva : Developing of Indicators for Monitoring Hospital for all by the year 2000
8. W. H. O., Geneva : International Actions for Health – The role of Intersectoral Cooperation in National Strategies for Health for All.