

SYLLABUS

M.A. PUBLIC ADMINISTRATION: III SEMESTER

PAPER I: RESEARCH METHODOLOGY

1. Significance Method and Social Research
2. Concepts, Theory and Hypothesis
3. Research Methodology
4. Research Design and Sample Design
5. Data and Data Collection; Documents
6. Observation
7. Questionnaire the Schedules
8. Interview
9. Data Processing and Analysis
10. Statistical Application
11. Report Writing

Books Recommended:

1. Goode and Hatt : Methods in Social Research
2. S.V. Evera : Guide to methods for student of Political Science
3. A.C. Iaak : Scope and Methods of Political Science
4. T. Kuhn : The Structure of Scientific Revolution
5. D. Marah & G. Stoker: Theory and Method in Political Science
6. K.P. Popper : The Poverty of Historicism
7. Festinger and Katz : Research Methods in Social Relations
8. Partha Nath Mukherji : Methodology in Social Research

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PAPER II: E - GOVERNANCE

I: INTRODUCTION

1. Meaning of E-Governance
2. Concepts of E-Governance
3. Implementing E-Governance

II: TECHNIQUES OF E - GOVERNANCE

1. GIS based Management
2. Citizen Database and Human Development
3. Video Conferencing

III: E - GOVERNANCE IN INDIA

1. E-Governance Policy
2. E-Governance Projects in States: Andhra Pradesh and Karnataka
3. E-Governance in India

IV: THE CHALLENGES OF E - GOVERNANCE

1. A prerequisite of good Governance
2. E-Governance in Democratic set-up
3. E-Governance Infrastructure
4. Security concerns

V: INDIAN THEORY AND PUBLIC ADMINISTRATION

1. Utilizations of Indian Theory in Public Administration
2. Raising Competence of Administration: Role of Indian Theory
3. Indian Theory and Good Governance
4. Indian Theory and Administrative Culture in India

Books Recommended and Articles:

1. M.G. Gupta and R.K. Tiwari (eds.), Reinventing the Government, IIPA, 1998
2. Richard Hecks, Implementing and Managing E-Governance, Vistar Publications
3. Jan Erik Lane, New Public Management, Rout ledges, 2000
4. Work Bank Report, Good Governance: The Business of Government, 1997
5. IJPA Special No. on "Indian Theory and Public Administration", July-September, 2000
6. IJPA Special No. on "Towards Good Governance", July-September, 2000
7. Articles on Indian Theory, E-Governance and Good governance for IJPA, ISDA Journal and Administrative Change.

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Paper III – Local Government

(w.e.f. 2013-14 Admitted batch of Students)

I. Introduction

1. Meaning, Nature and Scope, Significance of Local Government
2. Local Government in the context of Globalization
3. Major issues and Problems of Local Government

II. Local Government in India

1. History of Local Government in India
2. Salient Features of Local Government in India
3. Rural Local Government – 73rd Constitutional Amendment Act
4. Urban Local Government – 74th Constitutional Amendment Act
5. Organisation Structure for Local Government
6. State – Local Relations and Finance

III. Local Government in U.K.

1. History of Local Government
2. Units of Local Government
3. London Government
4. Committee System, Chief Executive and Administrative Staff
5. Local Finance
6. Centre – Local Relations

IV. Local Government in U.S.A.

1. History of American Local Government
2. Units and Forms of City Government
3. Functions and Finance of Local Government
4. State-Local Relations

V. Topics of Comparative Nature

1. Administrative System
2. Committee System
3. Financial
4. Centre - State-Local Relations

Books:

1. S. R. Maheshwari : Local Government in India
2. M. A. Muttalib ; Theory of Local Governance
3. M. Venkatarangaiya & G. Ram Reddy : Panchayati Raj in Andhra Pradesh
4. D. Wilson and C. Game : Local Government in the United Kingdom
5. W.V. Holloway : State and Local Government in the United States
6. Alan Norton : International Handbook of Local and Regional Government:
A Comparative analysis of Advanced Democracies
7. A. Avasthi : Municipal Administration in India
8. Hoshair Singh : Urban Local Government & Administration in India
9. R.M. Jakson : The machinery of Local Government
10. Charles M. Kneier : City Government in the United States
11. A. Schmidt Viven : Democratizing France – The Political and Administrative History.

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Paper IV : DEVELOPMENT ADMINISTRATION

UNIT-I: Introduction

1. Evolution of the concept of Administration.
2. The Comparative elements in early administrative theory.
3. Sources of comparative Public Administration
4. Emergence of the comparative Public Administration Movement

UNIT-II: The concept of Development Administration

1. Definition, Scope and importance of Development Administration
2. Difference between Traditional Administration and Development Administration
3. Modernization
4. Bureaucracy and Political Development

UNIT-III: Approaches to the Study of Development Administration

1. Structural – Functional approach
2. Systems approach
3. Bureaucratic approach
4. F.W.Riggs approaches to Development Administration

UNIT-IV: Functions of Development Administration

1. Planning
2. Policy formulation and decision-Making
3. Communication
4. Evaluation

UNIT-V: Problems of Development Administration

1. Cultural Hurdles
2. Personality and Development Administration
3. Economic Growth Models
4. Peoples participation
5. Challenges to Development Administration

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Paper V (Optional-A): OFFICE ORGANISATION AND MANAGEMENT

I. INTRODUCTION

1. Meaning, Nature, Scope and Importance of Office Organisation
2. Principles of Office Organisation
3. Definition, Scope and Significance of Office Management
4. Principles of Office Management

II. OFFICE ORGANISATION

1. Office Environment
2. Office accommodation – Physical layout of Office use of Office space – shifting of Office
3. Office furniture, machinery, equipment and automation
4. Basic functions of Modern Office: Planning, the work of correspondence routing scheduling and controlling in coming and outgoing mails – collecting and recording information – Report writing.

III. OFFICE MANAGEMENT

1. Functions of Office Management
2. Filing System
3. Records Management
4. Management of Office stationery and supplies – purchases, recording, storage and issue of supplies.

IV. MANAGEMENT

1. Office Personnel Management: Recruitment, Placement, Transfer, Training, Training promotion, Pay, Leaves conduct and discipline and retirement.
2. Accounts Management: Budgeting, Bills, Purchases, Contracts, Relations with Treasury
3. Office Automation

V. HUMAN RESOURCE MANAGEMENT

1. Morals and Motivation of Office Staff
2. Training of Office Staff
3. Staff Welfare
4. Handling Staff Activities

Books:

1. S.K. Sahni and G.S.P. Sundaresh : Office Organisation and Management
2. R.K. Chopra : Office Organisation and Management
3. C.L. Littlefield Rachel Frank : Office Administration and Management
4. S.P. Arora : Office Organisation and Management
5. Gernard Tavernier : Basic Office Systems and Records

6. Glen L. Gardiner : Practical Office Supervisor
7. S.P. Jain and T.N. Chabra : Modern Office Management
8. B.P. Singh et.al. : Office Management

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Paper V (Optional-B): ORGANIZATION BEHAVIOUR

- I. a. Points of Departure
b. Definition of System, and Characteristics of open System's Approach
c. The Nature of Social Systems

- II. a. Major Social System Components (Roles, Norms and Values)
b. The Organization in Relation to its Environment
c. A Typology of Organizations.

- III. a. Genotypic functions and Second Order Characteristics
b. Relationship between Genotypic Functions and Second Order Characteristics
c. The Taking of Organisational Roles.

- IV. a. Power and Authority
b. Meaning of Communication and Characteristics of Communication Circuits
c. Information Overload and Types of Communication

- V. a. Policy Formulation and Decision-making
b. The process of Decision-making and Simon's Rationality in Decision-making
c. The Psychological Basis of Organizational Effectiveness

BOOKS:

1.	Daniel Katz and Robert L.Khan	The Social Psychology of Organisations
2.	Hersey and Blenhard	Organizational Behaviour
3.	M. Gangadhar Rao	Organizational Behaviour
4.	L.M. Prasad	Organizational Behaviour
5.	Aswatappa	Organizational Behaviour

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Paper V (Optional-C): MANAGEMENT OF PUBLIC ENTERPRISES

INTRODUCTION:

Nature, Scope and Importance of Public Enterprise in India
Origin and Growth of Public Enterprise in India
Industrial Policy Resolutions – Government's Policy

ORGANISATION AND PLANNING

Forms of Organization – Department, Company and Corporation their features:
Advantages and Disadvantages.
Composition, Powers, Functions of Board of Directors
Planning in Public Enterprises

MANAGEMENT:

Personal Management: Recruitment Policy-Selection procedure, Training,
Promotion and Motivation, Employes and Employes relationship.
Financial Management: Pricing Policy in Public Enterprise – ARC Recommendations
Material Management: Administrative Problem-ARC's and Study Team's
Recommendations on Material Management

GOVERNMENT CONTROL:

History, Constitution, Powers, Privileges and Functions of the Parliamentary
committee on Public Enterprise
Audit Boards-Their constitution and functions.
ARC's Recommendations in relation to the Audit of Public Enterprise

ACCOUNTABILITY OF PUBLIC ENTERPRISE

Accountability of Public Enterprises to parliament.
Autonomy and Accountability
The Role and Powers and Controller and Auditor-Generals of India

REFERENCE:

- M.N. Mallayya : Public Enterprise in India
V.V. Ramanandham : The Structure of Public Enterprises in India
G. Ram Reddy : Government and Public Enterprise, Frank Cail, 1983
Arvind K. Sharma : A Grammar of Public Enterprise
Om Prakash : Theory and Working of State Cooperation
S.M. Iarancy &
S.P.Denkar : Founders of Political Economy and Economic
system(Himalays,1979)
W.A. Robsson : Nationalized Industries and Public ownership
S.S. Khera : Government in Business
Willezymaki : The Economics of Socialism (George Allen,1978)
A.R.C. and Study Team Reports in Public Enterprise.