

SYLLABUS

M.A. PUBLIC ADMINISTRATION: II SEMESTER

Paper I : STATE ADMINISTRATION

(w.e.f. 2002-2003 admitted batch)

I. *Historical Evolution of State Administration in India*

1. Prior to Independence
2. After Independence
3. Reorganization of the Status

II. *Constitutional Framework of State Administration*

1. Governor
2. Chief Minister
3. Council of Ministers and State Legislature

III. *Administrative Structure at State Level*

1. Ministries and Departments and Directorates
2. State Secretariat
3. Chief Secretary
4. Relation between Directorates and Secretariat

IV. *District Administration*

1. Organisational District Administration
2. Regulatory and Development Administration in the District
3. Role of the District Collector

V. *Local Government and Administration*

1. Panchayati Raj
2. Urban Local Bodies
3. State-Local Relations

Books:

1. A.Avasthi : Central Administration
2. Sriram Maheswari : Indian Administration (New Delhi; Orient Longman, 1998)
3. A.Chandra : Indian Administration (London, Allent Unwin, 1968)
4. P.B.Bansal : Administrative Development in India (New Delhi: Sterling, 1974)
5. R.B.Jain : Contemporary Issues in Indian Administration (Delhi, Vishva, 1976)
6. S.S.Khora : District Administration in India
7. Inamdar, N.R. and V.K.Kohira : District Planning in India
8. K.M.R.Srinivasan : State Administration in India
9. Rao K.Vopa : Change and Challenge in Indian Administration
10. Administrative Reforms Commission Study Team Report on:
 - a) District Administration
 - b) Machinery of the Government of India Procedures of Work
 - c) State-Level Administration
11. B.S.Khanna : Panchayati Raj in India
12. Hoshiar Singh : Urban Government and Administration in India

Paper II: PUBLIC PERSONNEL ADMINISTRATION

(w.e.f. 2002-2003 admitted batch)

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 Public 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.

Paper III: FINANCIAL ADMINISTRATION

(w.e.f. 2002-2003 admitted batch)

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

VI. 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

Paper IV (Optional): SOCIAL WELFARE ADMINISTRATION
(w.e.f. 2002-2003 admitted batch)

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. Donnision 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