

A (Public Administration) Course w.e.f 2004-05.
FIRST SEMESTER:

COURSE i)	Administrative Theory	100 marks
ii)	Financial Administration	100 marks
iii)	Research Methods in Public Admn.	100 marks

SECOND SEMESTER:

COURSE iv)	Organizational Behaviour	100 marks
v)	Administrative Thought	100 marks
vi)	Indian Administration	100 marks

THIRD SEMESTER (Note : Out of six optional papers students are required to opt any two papers).

COURSE vii)	Development Administration (compulsory)	100 marks
viii)	Development of Public Enterprises (Optional)	100 marks.
ix)	Personal Admn. in India & U.K. (Optional)	100 marks.
x)	Administrative Law in India (Optional)	100 marks.
xi)	Local Administration of Environment (Optional)	100 marks.
xii)	Administration of Environment (Optional)	100 marks.
xiii)	Social Welfare Admn. in India (Optional)	100 marks.

FOURTH SEMESTER (Note of six optional papers students are required to opt any two papers).

COURSE xiv)	Administrative Techniques (Compulsory)	100 marks.
xiv)	Public Policy (Optional)	100 marks.
xv)	Public Relations Optional	100 marks.
xvi)	Labour Welfare Admn. in India (optional)	100 marks.
xvii)	Some aspects of Public Admn. in India (Optional)	100 marks.
xviii)	International Administration (Optional)	100 marks.
xix)	Comparative Administrative System in Development Countries	100 marks.

ANNEXURE . I

M.A (Public Administration)
COURSE . I

Administrative Theory

Maximum marks :100

UNIT . I

1. Public Administration : Meaning Nature , Scope , New Horizon of Public Administration , Difference between Public and Private Administration and Significance of Public Administration.
2. Public Administration as an Art or Science .
3. Comparative Public Administration :- Meaning Nature, and Scope.

UNIT . II

4. Theories of Organization . Classical , Neo classical and Modern theory.
5. Approaches to the study of Public Administration: Structure . functional , systems approach, Behavioral approach.
6. Organization- formal , informal , Principles of organization . Hierarchy , Span of control and unity of command.

UNIT . III

7. Concepts of Public Administration : Power , Authority, and responsibility .
8. Delegation, Decentralization , line Staff and Auxiliary agencies , Head quarters and field . relationship.
9. Bureaucracy : Meaning , types of Bureaucracy , Weberian Model of Bureaucracy .

UNIT IV

10. Coordination : Decision Making and supervision.
11. Accountability and control . Executive , Legislative , Judicial , Citizen and Administration.
12. New Public Administration , New Public Management.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

COMMENDED : COURSE NO.I

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1. Simon , Herbert, A, Smithburg,
Donald, Victor A :
Public Administration ,
New York, 1950.
2. Self Peter:
Administrative Theories
and Politics, London ,
George Allan , 1977.
3. Pfiffner , and Sherwood John:
Administrative
Organization, Prentice
Hall, 1960.
4. Bernard, Chester:
The functions of the
Executive, Cambridge ,
Mass, 1964.
5. Thompson, Victor A:
Modern Organization, New
York, 1961.
6. Etzioni , Amital:
Modern Organization ,
Prentice Hall , New Delhi,
1965.
7. Barkley , George, D:
The Cract of Public
Administration, Cacon-
Inc- Boston, Allyn and
Bacon, INC, London,
1981.
8. Hanry, Nicholas :
Public Administration and
Public Affairs , 2nd ed.,
New Jersey , Prentice Hall ,
1980.
9. Golembiowsky , Robert:
Public Administration as
New York, Developing
Discipline Marcel, 1987.
10. Bhattacharya, Mohit:
Public Administration ,
Calcutta, world press ,
1987.
11. Nigro Felix A and Nigro , G:
Modern Pubic
Administration, New York ,
Lloya arper and Row.
12. Singh, Shiv Raj:
Bureaucracy and Rural
Development , - Royal
Publication, New Delhi,
1989.
13. Simon, Herbert:
Administrative Behaviour ,
The Free Press, 19 ed.).



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4

FIRST SEMESTER:

M.A (PUBLIC ADMINISTRATION) COURSE . II
FINANCIAL ADMINISTRATION, (COMPULSORY)

Maximum marks:100

UNIT . I

1. Financial Administration , Nature Scope and Significance.
2. Development of Financial Administration.
3. Essentials of Budgeting.
4. Budgeting as an instrument of Management and Economic Development.

UNIT . II

5. Formulation of Budget.
6. Enactment of Budget.
7. Execution of Budget and Control over expenditure.
8. Audit and Accounts.

UNIT . III

- 9 Organization and role of Financial Committee.
- 10 Performance Budget.
- 11 Zero . Base Budget.
- 12 Financial control of the Parliament over Executive.

UNIT-IV

- 13 Finance Commission :- Compositions, Functions and Role , Recommendations of 10th Finance Commission & Perspective of 11th Finance Commission.
- 14 Financial Relations between State and the Centre.
- 15 Tax Administration in India . Organization and working.
- 16 Finance Ministry.

Note:- Paper setter is requested to set at least two questions from unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED : COURSE . II

1. Prem Chand: Control of Public Expenditure in India , New Delhi, 1963.
2. Jasse Burkhead: Government Budgeting, New York, 1967.
3. G.S. Lall: Financial Administration in India, Delhi 1976.
4. B.N. Gupta: Indian Federal financial and Budgeting Policy , Allahabad, 1970.
5. Thavaraj, M.J.K: Financial Administration of India , Delhi, Sultan Chand & Sons, 1978.
6. Gupta , B.N.: Government Budgeting with special reference to India, New Delhi, 1966.
Central Directorate.
7. Report of ARC:
Centre state Relations
Finance audit and accounts.
Delegation of Financial and Administrative Powers.
8. Wattal, P.L: Parliamentary Financial control in India, Bombay, Minerva Book Depot, 1985.
9. Chanda , A.K: Aspects if Audit control , Bombay , 1969.
10. Handa K.L.: Financial Administration in India IIPA , New Delhi, 1988.
11. Peter A. Pyhrr: Zero . Base Budgeting New York , John Wildy and Sone , 1973.
12. Baisys, K.N.: Financial Administration I India Himalaya Publishing House , Bombay, 1986.
13. Gautam , Padam Nabh: Financial Administration in India, Vitt Prashashan, Haryana Sahitya Academy Chanidgarh, 1993.

6

FIRST SEMESTER
M.A. (PUBLIC ADMINISTRATION)
COURSE . III

RESEARCH METHODS IN PUBLIC ADMINISTRATION (COMPULSORY)

Maximum marks :100

UNIT . I

1. Social Science Research . Nature and Scope.
2. Theory building and behavioural research in Public Administration.
3. Research Design:- Meaning and formulation of research design.

UNIT-II

4. Meaning and Types of sampling.
5. Meaning and formulation of hypothesis.
6. Testing of a Hypothesis.
7. Content Analysis.

UNIT- III

8. Data Collection Methods . Observation.
9. Data collection Methods . Questionnaire and Schedule, formulation and application.
10. Data Collection Methods . Interview.
11. Data Collection Methods . Case Study.

UNIT . IV

12. Statistical Methods : Measure of Central Tendency . mean mode and median .
13. Mean deviation and standard deviation.
14. Probability.
15. Correlation.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO . III

- | | |
|--|--|
| 1. Hayes & Hedlund (eds): | Conduct of Political Inquiry, New Delhi , 1976. |
| 2. Lillan Conen: | Statistical Methods for Social Sciences, New Delhi, 1983. |
| 3. Kaplan, Abraham: | The Conduct of Inquiry , Chandler,1964. |
| 4. Young Pauline: | Scientific Social Surveys and Research , Drentice Hall , 1964. |
| 5. Dicknson, Mc Graw and Watson: | Political and Social Inquiry, Wiley, 1976. |
| 6. Mills C. Wright: | The Sociological Imagination , Oxford University Press, 1969. |
| 7. Sharma , R.D: | Research Method in Social Sciences National Book Organization , New Delhi , 1985. |
| 8. Arthus Maurice: | Philosophy of Scientific Inquiry Hopkins, Baltimore, 1943. |
| 9. Braith, Waith: | Scientific Explanation, Cambcidge University Press, London, 1955. |
| 10. Cohan, Maurice R and Earnest Nagal: | An Introduction to Logic and Scientific Method, Harcout Braca and work The New York, |
| 11. Fertinger Leon and Daniel Katz (eds.): | Research Methods I the Behaviour Sciences, Holt Rinehart, New Delhi , 1953. |
| 12. Moser, C.A: | Survey Methods in Social Investigation , The Mac millan Co. New York, 1958. |

SECOND SEMESTER:
M.A. (PUBLIC ADMINISTRATION
COURSE . IV
ORGANIZATIONAL BEHAVIOUR (COMPULSORY)

Maximum marks : 100

UNIT . I

1. The Study of the organization meaning , Importance , approaches and properties of organization.
2. The field of Organization Behaviour:- Why organization behaviour ? Nature and Scope of Organization Behaviour , Approaches to Organizational Behaviour, Development in Organizational Behaviour.
3. Typology of Organization : Organisational goods, importance of goals , the concept of Organizational goal, goal setting process.

UNIT-II

4. Individual and Organization :- Individual V/s organizational goals , Models of Man.
5. Personality: Meaning , determinants 3 of personality, Theories on personality.
6. Attitude:- Meaning , characteristics and components, attitude and behaviour, measurement of attitudes, attitudes and productivity, cognitive Dissonance theory and its application.

UNIT-III

7. Group Dynamics : Meaning Types of Groups, Group, size , status, Group norms and cohesiveness , Models of Group Behaviour.
8. Organizational conflict:- Meaning features, Constructive and Destructive conflict, Stages and types of conflict and episode, Conflict management.

UNIT-IV

9. Organizational effectiveness : Concept, approaches to Organizational effectiveness , Maxization V/s optimization of effectiveness , Organizational and Managerial effectiveness , Factors in organization effectiveness.
10. Organizational change:- Meaning planned change, processes in planned change, Human reaction to change, change agents and organizational failure to change.

ent: Definition , characteristics and objectives,
ment process, Organizational development

Note:- Paper setter is requested to set at least two questions from each unit
requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE . IV

1. Stemphen P. Rebbins: Organisational Behaviour:
Concept and Controversies (Prentice Hall, New Delhi).
2. Fred Luthans: Organizational Behaviour (Mc
Graw Hill, New Delhi).
3. V.S.P. Reo, and P.S. Narayana: Organization Tgepry and
Behaviour (Konark Publishers
Pvt. Limited.
4. L.M. Prasad: Organization Theory and
Behaviour (Sultan Chand and
Co. New Delhi).
5. Keith Devis: Human Behaviour at work (Mc
Graw , Hill, Book Co., New
Delhi).
6. Pfiffner and Sherwood: Administrative Organisation ,
Prentace Hall, London , 1960.
7. P. Meyer: Administrative Organization ,
Copenhagen, 1957.
8. Hicks & Guellett: Organization Theory & Behaviour
, Prentice Hall, London, 1960.

10

SECOND SEMESTER:
M.A. (PUBLIC ADMINISTRATION)
COURSE . V
ADMINISTRATIVE THOUGHT (COMPULSORY)

Maximum marks :100

UNIT . I

1. Kautilya
2. Mahatma Gandhi
3. Jawarhar Lal Nehru

UNIT-II

4. Hanri Fayol
5. Frederick W. Taylor
6. Gullick and lyndall Urwick.

UNIT-III

7. George Elton Mayo
8. Chester L. Barnard
9. Max Weber.

UNIT- IV

10. Abraham Maslow
11. Fraderick Herzberg
12. Douglas Mc Gragor

Note:- Paper setter is requested to set at least two question from unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO-V

1. D.S Pugh, D.J. Nickson and C.R. Himmgs: Writers on Organisation , Penguin Books , London.
2. David Silverman: The Theories of Organizations, Heinemann , London.
3. Bertam Gross: The Managing of Organizations, Free Press, New York.
4. D. Ravubdra Prasad and P.Satyanaryana: Administrative Thinkers, Sterling Publishing House , New Delhi.
5. S.R. Maheshwari: Administrative Thinkers , Mac Millan India Limited , New Delhi
6. M.K.Gandhi: Hind Swaraj, Navajavan , Ahmedabad
7. A.P. Saxena: Nehru on Administration Management , Issac Pitman London.
8. F.W. Taylor: Scientific Management, Harper and Row Publishers, USA.
9. Luther Gullick & Lyndall Urwick: Papers in Sciences of Administration , Columbia University Press , New York.
10. George Elton Mayo: The Human Problems of Industrial Civilization , Harvard Business School Boston.
11. Herbert A. Simon: Administrative Behaviour, The Free Press, New York.
12. Chester L Barnard: The Functions of Executive, Harvard University Press, Cambridge.
13. Max Weber: Economy and Society translated and edited by Guenther Roth & Claus Wittich, Bedminister Press New York.



Motivation and Personality,
Harper & Row, New York.
Leadership and Motivation , MIT
Press , Bosto

12

SECOND SEMESTER:
M.A (PUBLIC ADMINISTRATION) COURSE-VI
INDIAN ADMINISTRATION (COMPULSORY)
Maximum marks :100

UNIT . I

1. Evolution of Indian Administration: Kautilya, Mughal period, British period.
2. Environmental Setting of India Administration- parliamentary Democracy
Federalism, Democratic Socialism , Judicial Activism.

UNIT-II

3. Political Executive at the Union and State Level: President , Prime
Minister, Council or Ministers, Cabinet Committee, Governor, Chief
Minister, Council of Minister.
4. Centre- State Relations: Legislative, Administrative , Sarkaria Commission
Report on Central . State relations.

UNIT-III

5. Structure of Central Administration:- Secretariat, Cabinet Secretariat,
Ministers and Departments.
6. Structure of State Administration:- Chief Ministers Secretariat and Chief
Secretary.
7. Machinery for Planning :- Plan formulation at the National level, National
Development Council , Planning Commission, Planning Machinery at the
State District level.

UNIT . IV

8. Administration of law and Order :- Role of Central and State Agencies in
maintenance of Law and order.
9. District Administration , Criminal Administration.

Note: Paper setter is requested to set at least two questions from each unit
requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO. VI

1. Mishra, B.B.: Administrative History of India.
2. Sharma, S.R: Evolution of Public Administration
in India, Central Book Depot ,
Allahabad, 1965.
3. Maheshwari, S.R: Indian Administration , Orient
London, New Delhi.
4. Singh, Hoshiar and Singh Mohinder: Public Administration in India:
Theory and Practice, Sterling
Publishers.
5. Khera, S.S: District Administration in India.
6. Jain, R.B: Contemporary issues in Indian
Administration, Vishal Publication
, Delhi 1976.

Note: Out of six optional papers students are required to opt. any two papers.

UNIT . I

1. Development Administration: Meaning Nature and Scope, Development Administration and General Administration.
2. Concept of Sustainable Development:- Socio-economic context of Development Administration.
3. Public Administration for Urban Development : Urban Planning and its problems in India.

UNIT . II

4. Administration Capability for Development , Efficiency and Effectiveness.
5. Citizens and Development Administrations: Responsiveness and Participation.
6. Role of Public Enterprises in Development, role of Cooperatives, Private Sector and Non-Governmental organizations in Development.

UNIT-III

7. Rural Bureaucracy and Rural Development.
8. Population Policy and Development.
9. Strategies for Women & Development and their participation in Development.

UNIT- IV

10. Development Administration and Traditional Development Administration Dichotomy.
11. Environment Policy and Administration Dichotomy.
12. Administration of Development . Programmes and Projects.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE . VII

1. Weidner , Edward W: Development Administration I Asia Duke University Press, Durshan , 1970.
2. Singh , Tarlok: Development Experience , New Delhi 1974.
3. Riggs, Fred W: Frontier of Development Administration Duke University Press, Durshan, 1970.
4. Gnat, G.F: Development Administration : Concepts Goals Methods , University Press , Madison, 1979.
5. Verma, S.P. and Sharma S.K: Development Administration, IIPS New Delhi, 1984.
6. Sharma , S.K. (ed.): Dynamics of Development, An International Perspective Vol. I & II Delhi, 1978.
7. Panadikar , Pai: Development Administration in India, New Delhi, 1974.
8. United Nations: Administration of Development Programs and Projects: Some Major Issues , New York, 1971.
9. Sapru, R.K: Development Administration, Deep and Deep , New Delhi, 1986.
10. Singh , Shiv Raj: Bureaucracy and Rural Development Mittal Publications, New Delhi, 1989.

15

THIRD SEMESTER
M.A. (PUBLIC ADMINISTRATION)
COURSE . VIII

ADMINISTRATION OF PUBLIC ENTERPRISES IN INDIA (OPTIONAL)

Maximum marks:100

UNIT-I

1. Concept and growth of Public enterprises in India , Objectives and role of Public Enterprises.
2. Forms of Public enterprises: Departmental undertaking, Statutory Corporations, Government Companies including holding companies, joint sector enterprises.
3. New Economic Policy:- Impact on Public Sector.

UNIT-II

4. Management of Public Enterprises in India: composition, Powers, functions and types of Board of Public Enterprises, Bureau of Public Enterprises.
5. Accountability and control of Public Enterprises:- Parliamentary, Ministerial and Audit controls.

UNIT . III

6. Performance Assessment of Enterprises: Measurement of Efficiency, Profitability, and contribution to nations economy.
7. Pricing and Public Enterprises.

UNIT- IV

- 8 Issues in Public enterprises: The Performance Contract system (MOU), Privatization , Procedure and assessment.
- 9 The Environment : Financial Public Relations, Public relationship with Government and consumer.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED: COURSE No . VIII

1. S.S. Khera: Government in Business, Asia Company Bombay,
- 2, A.H. Hanson: Public Enterprises and Economic Development , Rot ledge Kegan London.
3. Laxmi Narain: Principles and Practice of Public Enterprises Management, S. Chand & Co. New Delhi.
4. K.R. Gupta: Issues in Public Enterprises , S Chand & Co. New Delhi.
5. United Nations: Organization , Management and Supervision of Public Enterprises in Development countries , New York.
6. United Nations: Measure for Improving Performance of Public Enterprises in Developing Countries, New York.
7. ARC: Report on Public Sector Undertakings, New Delhi.
8. D.K. Mittal: Price Policy for Public Enterprises, Anmol publications, New Delhi.
9. Om Parkash Brahmachary: The Public Sector Today, Deep and Deep publication, New Delhi.
10. Debendra K. Das: Privatization of Public Sector Undertakings: Rationales & Feasibility , Deep and Deep publications, New Delhi.
11. S.K. Singh: Public Sectors in India, Rawat Publications, New Delhi.

17

THIRD SEMESTER

M.A. (PUBLIC ADMINISTRATION) COURSE . IX
PERSONNEL ADMINISTRATION IN INDIA AND U.I. (OPTIONAL)
Maximum marks:100

UNIT . I

1. Personnel Administration: Definition Scope and Significance , Ecology of Personnel Administration.
2. Human Resource Management and Development concept , elements and its application in Government.

UNIT-II

3. Recruitment : Concept, Policies and Methods of recruitment of Government of India with special reference to All India Services, Recruitment procedure in U.K.
4. Recruitment agencies at Union and State level, Problems of recruitment.

UNIT-III

5. Promotion : Methods of promotion , Performance Appraisal , Promotion procedure for Civil Services in India, Reforms in promotion system, Promotion procedure for Civil Service in U.K.
6. Training : Objectives of training types of training, Training Methods Training Instituted in India , Training for Civil Services in India with special reference to all India Services, Training of Civil Services in U.K.

UNIT-IV

7. Employer- employee Relations: Right to form association , Unions , Institutional arrangement for settlement of disputes in India and U.K.
8. Problems of Generalist and Specialists in India and U.K. Integrity in Civil Services, Administrative Reforms since, 1947 in India: A.D, Gorewala & Paul H. Apploy's recommendations about Indian Personnel system, Nothcote Trevelyn & Fulton Committee.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO . IX

1. Stahal , O. Glenn: Public Personnel Administration
Harper and Row, New York, 1976.
2. Maheshwari , S.R: Civil Service in Great Britain.
3. Geol , S.L: Personnel Administration and
Management , Sterling Publishers,
New Delhi, 1993.



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Managing the civil Service,
Heinemann, London, 1980.
Administrative Reforms Commission
Report , Administrative Reforms
Commission , New Delhi, 1967.

18

M.A. (PUB. ADMN.) COURSE- X
ADMINISTRATIVE LAW IN INDIA (OPTIONAL)
Maximum marks : 100

UNIT . I

1. Meaning , Scope and Growth of Administrative Law.
2. Constitutional Law and Administrative Law , Droit Administrative , Concept of rule of Law.
3. Principles of Natural Justice and their Judicial interpretations.

UNIT . II

4. Administrative Action:- Quasi Legislative , Quasi Administrative and Quasi Judicial action.
5. Administrative discretion and Judicial control.
6. Delegated Legislation :- Need, classification and control Mechanism.

UNIT-III

- Need , Problems and modes of adjudication.
Social control of Administrative action . Principles

:- Liability in contract and Tort, Privileges and
Immunities of the administration in suits.

UNIT . IV

10. Institution of Ombudsman in India :- Lokpal and Lokyukta.
11. Relief and Remedies against Administration: Remedies through Writs i.e.
 - (a) Writ of Habeas Corpus.
 - (b) Writ of Mandamus.
 - (c) Writ of Certiorari.
 - (d) Writ of Quo Warranto.
12. Constitutional Protections for Civil Service.

Note: Paper setter is requested to set at least two questions from each unit
requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO- X

1. M.C.J, Kagzi: Indian Administrative Law , (Delhi Metropolitan) Latest addition.
2. U.P.D, Kesi: Lectures on Administrative Law (Central Law Publications) Latest edition.
3. S.P, Sathe: Administrative Law (N.M. Tripathis Pvt. Ltd.) Latest edition.
4. I.P. Massey: Administrative Law (New Delhi) Latest edition.
5. S. Chhabra: Administrative Tribunals (New Delhi) .
6. S.M. Mehta: Constitutional Law in India (New Delhi)
7. J.N. Pandey: Constitutional Law in India (Central Law Agency).
8. Justice C.K. Thakker: Lecturer on Administrative Law, (Eastern Book Co, Lucknow).

19

THIRD SEMESTER
M.A (PUBLIC ADMINISTRATION) COURSE . XI
LOCAL GOVERNMENT IN INDIA (OPTIONAL)
Maximum marks :100

UNIT . I

1. Meaning , Scope and Significance of Urban Local Government.
2. Evolution of Local Government in India.
3. Features of Urban and Local Government in India.

UNIT . II

4. Structure and Functions of Urban Local Governments in India.
5. 74th Nagar Palika Constitutional amendment Act. 1992.
6. Finances of Urban Local Governments in India.

UNIT-III

7. Growth of Panchayat Raj Institutions in India aim Provisions of 73rd Constitutional Amendment Act, 1992.
8. Organization & Working of Panchayat Raj Institutions in India.
9. Finances of Panchayat Raj Institutions in India.

UNIT . IV

10. Role of Deputy Commissioner in Panchayat Raj Institutions.
11. Role of Block Development Officer in Rural Development Programmes.
12. Relations between Cooperatives and rural Local bodies.

BOOKS RECOMMENDED COURSE NO. XI

1. Maheshwari , S.R: Local Government in India, Agra Lakshmi Naraian, Aggrawal ,Latest ed.
2. Bhayana , Sahib Singh: Local Government in India, New Academic publishing company , Jalandhar, 1986.
3. Nigam , S.R: Local Government, S. Chand and Co., New Delhi.
4. Kaushik, S.K: Leadership in Urban Government in India Kitab Mahal , Allahabad, 1986.
5. Singh, K.N. and Singh,D.N. (ed.) Rurall Development in India , Babaras Hindu University, Varanasi.



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Rural Development in India, A Public Policy Approach, Sage Publications, New Delhi,1985.

R.(ed): Rural Development in India, Himalayan Publishing House, 1984.

8. Jain , L.C. Grass (ed.):

Grass Without Roots, Sage Publication, New Delhi,1982.

9. Singh,Sahib and Singh, Swinder:

Local Government in India, New.

20

10. Bhatnagar , S:

Rural Local Development in India , Light and Life publishers, New Delhi ,1992

11. Mishra, S.N:

New Horizons in Rural Development Administration, Mittal publication , New Delhi,1989.

12. Khanna, B.S:

Rural Development in India, Deep and Deep publication, 1992.

13 Singh, Mohinder:

Rural Development Administration and Anti Poverty programmes, Deep and Deep publication, 1988.

14. Singh, Mohinder:

Rural Development in India, Currant Perspectives, Intellectual publishing House, New Delhi,1992.

21

THIRD SEMESTER
M.A. (PUBLIC ADMINISTRATION COURSE . XII
ADMINISTRATION OF ENIRONMENT (OPTIONAL)
Maximum-100.

UNIT . I

1. Environment:- Meaning Origin of Environment concept, Environmental philosophies.
2. Evolution of environmentism in India.
3. Sustainability: Meaning and objectives, Sustainable Development.

UNIT-II

4. Social Sciences and Environment.
5. People participation in environments conservation.
6. Environments movements in India.

UNIT . III

7. Machinery for Environmental protection in India Role of Public Administration.
8. Training for environment management.
9. Environmental challenges , Issues and remedies in India.

UNIT-IV

10. Technology and Environment.
11. Environment Policies in India.
12. a. Social Fores -try
b. Wild life conservation.
c. Water and Air pollution.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO. XII

1. Ram Rao, R: Environment : Problems of developed and developing Countries, Economic and Scientific Research foundation, 1976.
2. Centre for and Environment: The State of India's Environment 1984-85: The Second Citizen Report. The Centre New Delhi, 1976.
3. Diwan Paras Ed: Environment protection: Problems , Policy Administration , Deep and Deep, New Delhi, 1987.
4. Khoshoo, T.N: Environmental concerns and Strategies , Times Press, New Delhi, 1977.
5. Pal, B.P: Environmental Conservation and Development, Natraj , Dehradun, 1986.
6. Sapru, R.K: Environment management in India, Ashish, New Delhi, 1987.
7. Gupta N.L(ed.): Sustainable Development, Rawat , Jaipur, 1993.
8. The Indian Journal of Public Administration, Special number on Environment, July-September, Vol. XXXV No 3, 1989.
9. Ashok Ranjan Basu and Padam Nabh Gautam: Natural Heritage of India Essay on Environment Management , Delhi, H.K. Publishers, 1989.

23

THIRD SEMESTER

M.A. (PUBLIC ADMN.) COURSE . XIII

SOCIAL WELFARE ADMINISTRATION IN INDIA

(OPTIONAL)

Maximum marks :100

UNIT-I

1. Meaning Nature , Scope and principles of Social Welfare Administration, Evolution and Characteristics of Welfare State.
2. Analysis of relevant Constitutional provisions relating to Social Welfare, Brief account of Social Welfare programmes in India.
3. Post Independence social Legislation with special reference to Legislation for women, children and untouchability.

UNIT . II

4. Social Welfare under five year plans, Social Welfare policies .
5. Social Welfare Services and Social Security Services . a critical study.
6. Role of Non-Government organization /agencies.

UNIT-III

7. Organization and Function of Central Ministry of Welfare.
8. Department of Women and Child Welfare . Central Social Welfare Board , its composition & functions.
9. Organization at the State level:- Directorate of Social Welfare and State Welfare advisory Board.

for Scheduled Castes, Welfare Administration for
Welfare Administration for other backward classes
Welfare of the poor and disabled.

11. Child and Women Welfare policies, Rehabilitation of the drug addicts.

12. National Commission for SCs and STs , Parliamentary Committee for
Scheduled Castes and Scheduled Tribes.

Note : Paper setter is requested to set at least two questions from unit requiring
the students to attempt at least one question from each unit.

24

BOOKS RECOMMENDED COURSE NO. XIII

1. David C, March: A Introduction to Social Administration (Routledge & Kagan Paul , London , 1965).
2. R.D. Titimus: Essays of Welfare State (Allen & Urwin, London, 1959).
3. E.W.Reed: Social Welfare Administration, New York, Columbia University Press, 1961.
4. S.C. Goel& R.K. Jain: Social Welfare Administration (Deep and Deep Publications, 1988).
5. Radha Kamal Mukherji: Social Welfare Policy and Administration (Lucknow, Institute of Public Administration, 1966).
6. D.Paul Chowdhary: Social Welfare Administration (Atma Ram & Sons, Delhi,1979).
7. D.K. Mishra: Social Administration (Hindi Medium) College Book Depot , 93 Tripolia Bazar, Jaipur.
8. S.K. Khindula Social Work in India, (Kitab Mahal Allahabad, 1965).
9. A.R. Walia: History & Philosophy of Social Work in India (Allied Publishers, 1968).
10. L.J.P.A: July/September, 1987.

25

FOURTH SEMESTER
M.A. (PUBLIC ADMN.) COURSE . XIV
ADMINISTRATION TECHNIQUES (COMPULSORY)

(Note: Out of six optional paper students are required to opt. any two papers
Maximum marks: 100

UNIT . I

1. Work study and work Measurement.
2. Time Management and Stress Management.

UNIT . II

3. Operational Research.
4. Computerization in Administration and MIS.

UNIT . III

5. Management by Objective and its application in Public Administration.
6. Administrative Improvement . O & M Approach.

UNIT-IV

7. O.D. Techniques in Public Administration.
8. Job Analysis and Evaluation.

Note: Paper setter is requested to set at least two questions from each unit
requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED : COURSE XIV

1. R. Curries and Faraday: Work Study, Pitman Longman.
2. Srinath , D.S. Pert and CPM: Principles and applications East West Press , New Delhi , 1975.
3. United Nations: Use of Modern Management Techniques in Public Administration, Developing countries.
4. L.L.Q: Introduction and Work Study, Ganeva ILQ,1969.



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Binane,

Organization and Methods . Macmillan London, 1960.

Management Guide to PERT/CPM Prentice Hall of India , New Delhi, 1972.

26

FOURTH SEMESTER
M.A. (PUBLIC ADMINISTRATION) COURSE-XV
PUBLIC POLICY (OPTIONAL)
Maximum marks -100

UNIT . I

1. Public Policy Making : Conceptual and Processal Dimensions.
2. State Organs of Public Policy Making.

UNIT . II

3. Public Policy Making : Political Aspect , Involvement and Participation.
4. Public Policy Making : Bureaucratic aspects, Involvement and Participation.

UNIT . III

5. Public Policy Making : Dror's Model.
6. Public Policy Making : Simon's model, Public Policy Making : Lindbloom's model .

UNIT- IV

7. Politics of Policy Making : Role of interest groups and pressure groups.
8. Public Policy analysis and evaluation.

NOTE: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED : COURSE NO. XV

1. Lindbloom, Charles E : The Policy Making Process,
2. Dror, Yehezkel: Public Policy Making Re-edamined: Chandler, Sanfrancisco, 1963.
3. Dye , Thomas, R: Understanding Public Policy, Prentice Hall , New Jersey, 1975.
4. Caiden, Ferald E: Dynamics of Public Administration Guideline to current transformation in theory & Practice, Halt, Rinehart and Wirston, Inc, New York , 1971.
5. Simon , Herbert A: Administrative Behaviour.
6. Simon Herbert A: The New Science of Management Decisions , Harper , New York, 1960.



Dynamic of formulating Policy in Government of India, Concept , Delhi 1978.

Public Administration and Planning the World Press , Calcutta, 1996.

27

FOURTH SEMESTER
M.A. (PUBLIC ADMINISTRATION) COURSE NO . XVI
PUBLIC RELATIONS
Maximum marks :100

UNIT . I

1. Public Relations: Growth and Philosophy, Introduction , Meaning of Public relations , Functions of PR, Principles and Modern Public relations.
2. The Practice of Public Relations : Scope of the Practice , Planning for Public relation, Objection and aims.
3. Ministry of Information and Broadcasting its organization role, Department of Public relation- Organization , function & role.

UNIT . II

4. Press Relations: The Importance of Press, Two way communication , Basis of press relations, organization of a press offices writing a press release.
5. Aids to PR: Photography , exhibitions and trade fairs, Radio and Television.

UNIT . III

6. Publicity Techniques : Avenues of Publicity, Features, Professional . code of Professional Ethics and conduct.
7. Employees relations.
8. Public Relations Marketing and Sales: Meaning product publicity , feature, objectives and programmes, Consumer relations and programmes.

UNIT . IV

9. Feed back and evaluation : Feed back, Departmental evaluation Professional evaluation.
10. Research : Common objectives of research Types of research.

Note: Paper setter is requested to set at least two questions from unit requiring the students to attempt at least one question from each unit.



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COURSE NO. XVI

- | | |
|---|--|
| <ol style="list-style-type: none"> 2. Baldeo Sahai: 3. Howard Stempenson (ed.): 4. Anil Basu: 5. James Deeriman: 6. Sam Black: 7. A.S. Chauhan: | <p>The Practice of Public Relations, Merrill publishing Co. Columbus.</p> <p>Public Relations , standing Conference of Public Enterprises, New Delhi.</p> <p>Hand Book of Public Relations, Mc Graw Hill Book Co. New York.</p> <p>Public Relations , Space Age Publications, Delhi.</p> <p>Public Relations in Business Management, University of London Press Limited, London.</p> <p>Practical Public Relations, University, Book Hall Stall , New Delhi.</p> <p>Public Relations, Verma Brothers, New Delhi.</p> |
|---|--|

28

FOURTH SEMESTER

**M.A (PUBLIC ADMINISTRATION) COURSE NO. XVI
LABOUR WELFARE ADMINISTRATION IN INDIA (OPTIONAL)
Maximum marks- 100**

UNIT . I

1. Concept of Labour Welfare: Meaning significance and scope , Labour Welfare measures undertaken for labour in India.
2. Social Security: Meaning , Significance , Social security measures undertaken for labour in India.
3. Study social Security legislations: ESI ACT.1948 and Workmen compensation Act, 1923.

UNIT . II

4. Industrial Relations: Causes of Industrial disputes in India, Methods of resolving disputes , Study of Industrial disputes Act, 1947.
5. Trade Unionism : History of trade union movement in India, Problems of trade unionism.
6. Concept of Workers participation : meaning significance and mode of participation, workers participation in India : a critical analysis.

UNIT-III

7. Problems of organized and unorganized Labour in India.
8. Problems of wages of workers in India, Payment of wages Act, 1936.
9. Problems of unemployment : meaning cause, effects and remedy.

UNIT-IV

10. Labour Administration: Organization and Functions of Union Ministry of Labour and State Department of Labour.
11. Role of ULO.
12. Problems of recruitment of Industrial Labour in India , role of employment exchange and other agencies.



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to set at least two questions from unit requiring least one question from each unit.

29

BOOKS RECOMMENDED : COURSE NO. XVII

1. C.B. Mamoria & S. Mamoria: Social Security, Labour Welfare & Industrial peace in India (Himalya Publishing House Bombay).
2. K.N. Vaid: Labour Welfare in India (Sri. Ram centre for Industrial Relations New Delhi).
3. R.C. Saxena: Labour Problems and Social Welfare (K Nath & Co. Merrut).
4. G.K. Sharma: Labour Movement in India (Sterling Publishers, New Delhi).
5. K.M. Subramaniam: Labour Management Relations in India (Asia publishing House Bombay).
6. T.N. Bhagoliwal: Economic of Labour and Industrial Relations.
7. S.N. Mishra: Labour & Industrial Laws (Allahabad Law Agency).
8. V.G. Gowsami: Labour and Industrial Laws (Allahabad Law agency).



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Labour Welfare & Social Security Legislation in India (Deep and Deep New Delhi)

10. India: Report of the National Commission on Labour , Ministry of Labour.
11. India: Report of the Labour Investigation Committee, 1946.
12. India: Report of Royal Commission on Labour 1931.

30

FOURTH SEMESTR
M.A. (PUBLIC ADMN.) COURSE NO. XVIII
SOME ASPECTS OF PUBLIC ADMINISTRATION IN INDIA (OPTIONAL)
Maximum marks :100

UNIT . I

1. Major issues of Law and order in India, Causes of disorders and crime in India .
2. Police Organisation and its role at eh national, State and District level.
3. Police citizen relationship.

UNIT . II

4. Agriculture in Five Year Plans.
5. Recent Agricultural Policies.
6. Organization of Agriculture Union Ministry and State Department of Agriculture.

UNIT . III

7. Nature and scope of Educational Administration.
8. Problems of Education in Developing Countries with special reference to India.
9. Education and five year Plans, approaches , priorities and investments.

UNIT-IV

10. Nature and scope of Health Administration.
11. Development of Public Health Policies.



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Note: Paper setter is requested to set at least two question from each unit requiring the students to attempt at least one question from each unit.

31.

BOOKS RECOMMENDED: COURSE NO. XVIII

1. P.D. Sharma: Police in India, Delhi Research , 1976.
2. S.C. Mishra: Police Administration in India, National Police Academy.
3. David H. Baley: The Police and Political Development in India, Princeton University, 1969.
4. R.K. Bhardwaj: Indian Police Administration, National New Delhi, 1978.
5. Police Administration Special issue of Indian Journal of Public Administration vol.XXIV No. Jan . March , 1978.
6. John P. Kenny: Police Administration , Spring Field , Charles C Thomas, 1975.
7. Indian Institute of Public Administration , New Delhi , Management of Agricultural.
8. Harvinder Virk: Administration Pf Agricultural Development.
9. Rudder Dutt & K.P.M Sundharm: Indian Economy.
- 10 Compell, Corbally Ramsayr: Introduction to Educational Administration.
11. Lulla, B.P. & Murly, S.K: Essential of Educational Administration.
12. J.P. Naik: Policy and Performance in Indian Education.
13. S.S. Mathur: Educational Administration , Principles and Practices.
14. World Health Situation: WHO Publication.
15. Health Statistics of : Government of India, New Delhi.



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Annual Reports.
Health in Independence India.
International Administration : WHO
South . East Asia Regional Office, New
Delhi (Sterling publishers, 1977).

32

FOURTH SEMESTER : COURSE NO. XIX
INTERNATIONAL ADMINISTRATION (OPTIONAL)
Maximum marks : 100

UNIT . I

1. International Administration till the Second World War with special reference to the League of Nations.
2. Factors Leading to the Establishment of the United Nations.

UNIT . II

3. Major Functions of the UN.
4. Specialized Agencies of the UN : UNESCO and UNICEF.

UNIT . III

5. Specialized Agencies of the UN: ILO and WHO.
6. The UN Secretariat: Organization , Functions and its Working.
7. International Civil Service.
8. Proposals for Reform.

1. C.F. Amerasinghe, *The Law of International Civil Service: As applied by International Administration Tribunals*, Oxford, The Clarendon Press, 1994.
2. H. Ameri, *Politics and Process in the Specialized Agencies of United Nation*, Aldershot, Hants and Gower, 1982.
3. S.D. Bailey, and D. Sydney, *The General Assembly of the UN: A Study of the Procedure and Practice*, London, Stevens, 1960.
4. R. Basu, *Personal Administration in the UN*, New Delhi, Sterling, 1989.
5. Y. Beigheder, *Management Problems in the United Nations Organizations: Reform the Decline*, London, Frances Pinter, 1987.
6. J.L. Brierly, *The Covenant and Charter*, London, Cambridge University, Press, 1947.
7. G.R. Bunting and M.J. Lee (eds.) *The Evolution of the United Nations*, Oxford, Pergan 1964.
8. V. Cable *Globalization and Global Governance*, London, Royal Institute of International Affairs 1999.
9. D.C. Coyal. *The United and How it Works*, New York, Columbia University, Press, 1961.
10. J.G. Hadwen, *How United Nations Decisions Are Made ?* Leyden, Sythof, 1960.
11. M.Hewson and T.J. Sinclair, *Approaches to Global Governance Theory*, New York, State University of New York Press, 1999.
12. M. Hill, *The United Nations System : Coordinating its Economic and Social Work* Cambridge. Cambridge University Press, 1978.

33

13. International Civil Service advisory board, the UN, Report of *International Civil Service Advisory Board to General Assembly*, New York, The UN Publication, 1974.
14. R.S. Jordan, "The fluctuating fortunes of the United Nations international civil service: Hostage to politics or undeservedly criticized?" *Public Administration Review*, 51 (4), July – Aug., 1991.
15. J. Lemine, *The International Civil Servant : An Endangered Species*, The Hague, Kluwer Law International, 1995.
16. A. Loveday, *Reflections on International Administration*, Oxford, The Clarendon Press, 1956.
17. G.J. Mangone (ed.) *The UN administration of Economic and Social Programmes* New York, Columbia University Press, 1966.
18. R.I. McLaren, *Civil Servants and Public : Comparative Study of International Secretariats*, Waterloo Ontario, Wilfred Laurier University Press, 1980.
19. T. Merson, *The United Nations Secretariat: The rules and the Practice*, Lexington, Lexington Books, 1977.
20. C.V. Narsimhan, *The United Nations: An Inside View*, Delhi, Vikas, 1988.

34

FOURTH SEMESTER

COMPARATIVE ADMINISTRATIVE SYSTEM IN DEVELOPING COUNTRIES
(OPTIONAL)

Maximum marks -100

UNIT . I

1. The concept nature and growing significance of comparative public administration.
2. Evolution of Comparative public administration such for universal patterns.

UNIT . II

3. Post colonial legacies futures of administration systems in developing countries.
4. Approaches to study of public administration : Institutional Behavioral and policy analysis.

UNIT . III

5. Fundamental Rights contribution : The Concept of Primitive society.
6. Max Weber's Contribution: The Bureaucratic Model.

UNIT . IV

7. Development administration, the Marxian and Neo Marxian perspective.
8. Socialist and Third world Models.

W.E. Connor, *In Defense of Fundamental Rights, Maryland*, Sijthoff & Noordhoff, 1979.

K. Davis, *Human Society* , New York , Macmillan, 1958.

A. Farazmand, *Handbook of Comparative and Development Public Administration* , New York, Marcel Dekker, 1991.

D.G. Garson, *On Democratic Administration and Socialist Self Management : A Comparative Survey emphasizing the Yugoslav Experience*, Beverly Hills California, Sage Publication, 1974.

F. Heady, *Public Administration: A Comparative Perspective* , New York, Marcel Dekker, 1984.

D. Hirschmann, *Development management versus Third World Bureaucracies: A Brief History of Conflicting Interest*, *Development & Change* , 30,2, April , 1999.

K.R. Hope , *Politics , Bureaucratic Corruption and Mal . Administration in the Third World*, *International Review of Administrative Sciences*, 51 (1) , 1985.

G, Hyden , *Public Administration in Developing Countries Kenya & Tanzania in Comparative Perspective* , Aldershot, Edward Elgar, 1995.

W.F. Lichman, *New Time in Old clocks: Productivity, Development & Comparative Public Administration*, Bloomington, The Group , 1967.

35

S.M. Katz , *A System approach to Development Administration*, Washington DC, ASPA, 1965.

R.H. Lowie , *Primitive Society*, London , Routledge, 1953.

H. Mathur, *Administration Development in the Third World: Constrains and Choice* , New Delhi, Sage, 1986.

B.P. Nagchaudhari (ed.) *New Technological Civilization and Indian Society*, Delhi, Indus, 1990.

B.B. Peters, *The Politics of Bureaucracy : A Comparative Perspective* , New York, Longman, 1978.



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SYLLABUS OF M.PHIL ENTRANCE EXAMINATIONS SESSION 2009-10
ADMINISTRATIVE THEORY (Course No.-I)

UNIT . I

1. Public Administration : Meaning Nature , Scope , New Horizon of Public Administration , Difference between Public and Private Administration and Significance of Public Administration.
2. Public Administration as an Art or Science .
3. Comparative Public Administration :- Meaning Nature, and Scope.

UNIT . II

4. Theories of Organization . Classical , Neo classical and Modern theory.
5. Approaches to the study of Public Administration: Structure . functional , systems approach, Behavioral approach.
6. Organization- formal , informal , Principles of organization . Hierarchy , Span of control and unity of command.

UNIT . III

7. Concepts of Public Administration : Power , Authority, and responsibility .
8. Delegation, Decentralization , line Staff and Auxiliary agencies , Head quarters and field . relationship.

, types of Bureaucracy , Weberian Model of

10. Coordination : Decision Making and supervision.
11. Accountability and control . Executive , Legislative , Judicial , Citizen and Administration.
12. New Public Administration , New Public Management.

FINANCIAL ADMINISTRATION (COURSE NO.-II)

UNIT . I

1. Financial Administration , Nature Scope and Significance.
2. Development of Financial Administration.
3. Essentials of Budgeting.
4. Budgeting as an instrument of Management and Economic Development.

UNIT . II

5. Formulation of Budget.
6. Enactment of Budget.
7. Execution of Budget and Control over expenditure.
8. Audit and Accounts.

UNIT . III

9. Organization and role of Financial Committee.
10. Performance Budget.
11. Zero . Base Budget.
12. Financial control of the Parliament over Executive.

UNIT-IV

13. Finance Commission :- Compositions, Functions and Role , Recommendations of 10th Finance Commission & Perspective of 11th Finance Commission.
14. Financial Relations between State and the Centre.
15. Tax Administration in India . Organization and working.
16. Finance Ministry.

COURSE -III

RESEARCH METHODS IN PUBLIC ADMINISTRATION

UNIT . I

1. Social Science Research . Nature and Scope.
2. Theory building and behavioural research in Public Administration.
3. Research Design:- Meaning and formulation of research design.

UNIT-II

4. Meaning and Types of sampling.
5. Meaning and formulation of hypothesis.

Observation.

9. Data collection Methods . Questionnaire and Schedule, formulation and application.
10. Data Collection Methods . Interview.
11. Data Collection Methods . Case Study.

UNIT . IV

12. Statistical Methods : Measure of Central Tendency . mean mode and median .
13. Mean deviation and standard deviation.
14. Probability.
15. Correlation.

COURSE -IV **ORGANIZATIONAL BEHAVIOUR**

UNIT . I

1. The Study of the organization meaning , Importance , approaches and properties of organization.
2. The field of Organization Behaviour:- Why organization behaviour ? Nature and Scope of Organization Behaviour , Approaches to Organizational Behaviour, Development in Organizational Behaviour.
3. Typology of Organization : Organisational goods, importance of goals , the concept of Organizational goal, goal setting process.

UNIT-II

4. Individual and Organization :- Individual V/s organizational goals , Models of Man.
5. Personality: Meaning , determinants 3 of personality, Theories on personality.
6. Attitude:- Meaning , characteristics and components, attitude and behaviour, measurement of attitudes, attitudes and productivity, cognitive Dissonance theory and its application.

UNIT-III

7. Group Dynamics : Meaning Types of Groups, Group, size , status, Group norms and cohesiveness , Models of Group Behaviour.
8. Organizational conflict:- Meaning features, Constructive and Destructive conflict, Stages and types of conflict and episode, Conflict management.

UNIT-IV

9. Organizational effectiveness : Concept, approaches to Organizational effectiveness , Maxization V/s optimization of effectiveness , Organizational and Managerial effectiveness , Factors in organization effectiveness.
10. Organizational change:- Meaning planned change, processes in planned change, Human reaction to change, change agents and organizational failure to change.



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ent: Definition , characteristics and objectives,
ment process, Organizational development

COURSE -V **ADMINISTRATIVE THOUGHT**

UNIT . I

1. Kautilya
2. Mahatma Gandhi
3. Jawarhar Lal Nehru

UNIT-II

4. Hanri Fayol
5. Frederick W. Taylor
6. Gullick and lyndall Urwick.

UNIT-III

7. George Elton Mayo
8. Chester L. Barnard
9. Max Weber.

UNIT- IV

10. Abraham Maslow
11. Fraderick Herzberg
12. Douglas Mc Gragor

COURSE-VI **INDIAN ADMINISTRATION**

UNIT . I

1. Evolution of Indian Administration: Kautilya, Mughal period, British period.
2. Environmental Setting of India Administration- parliamentary Democracy
Federalism, Democratic Socialism , Judicial Activism.

UNIT-II

3. Political Executive at the Union and State Level: President , Prime
Minister, Council or Ministers, Cabinet Committee, Governor, Chief
Minister, Council of Minister.
4. Centre- State Relations: Legislative, Administrative , Sarkaria Commission
Report on Central . State relations.

UNIT-III

Administration:- Secretariat, Cabinet Secretariat,
S.

Administration:- Chief Ministers Secretariat and Chief

7. Machinery for Planning :- Plan formulation at the National level, National Development Council , Planning Commission, Planning Machinery at the State District level.

UNIT . IV

8. Administration of law and Order :- Role of Central and State Agencies in maintenance of Law and order.
9. District Administration , Criminal Administration.

COURSE –VII **DEVELOPMENT ADMINISTRATION**

UNIT . I

1. Development Administration: Meaning Nature and Scope, Development Administration and General Administration.
2. Concept of Sustainable Development:- Socio-economic context of Development Administration.
3. Public Administration for Urban Development : Urban Planning and its problems in India.

UNIT . II

4. Administration Capability for Development , Efficiency and Effectiveness.
5. Citizens and Development Administrations: Responsiveness and Participation.
6. Role of Public Enterprises in Development, role of Cooperatives, Private Sector and Non-Governmental organizations in Development.

UNIT-III

7. Rural Bureaucracy and Rural Development.
8. Population Policy and Development.
9. Strategies for Women & Development and their participation in Development.

UNIT- IV

10. Development Administration and Traditional Development Administration Dichotomy.
11. Environment Policy and Administration Dichotomy.
12. Administration of Development . Programmes and Projects.

COURSE –VIII **ADMINISTRATION TECHNIQUES**

UNIT . I

1. Work study and work Measurement.
2. Time Management and Stress Management.

UNIT . II



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Administration and MIS.

5. Management by Objective and its application in Public Administration.
6. Administrative Improvement . O & M Approach.

UNIT-IV

7. O.D. Techniques in Public Administration.
8. Job Analysis and Evaluation.