OPJS UNIVERSITY, CHURU (RAJASTHAN)

SYLLABUS

for

M.A (Public Administration)

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School of Arts and Social Studies

Opjs University, Churu (Rajasthan)
2014-15

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## SCHEME OF EXAMINATIONS

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Details of Syllabus

Previous

MAPA-101- PRINCIPLES OF PUBLIC ADMINISTRATION

Unit 1:
Basic Premise: Meaning, scope, nature and importance of Public Administration, Politics and Administration, the distinctions and similarities between public and private administration, New Public Administration. The Public Choice School; New Public Management Perspective

Unit 2:

Unit 3:
Principles of Organisation: Formal and Informal Organisation, Hierarchy, Span of Control. Unity of Command, Authority and Responsibility, Coordination, Supervision, Centralisation and Decentralisation Structure of Organisation: Chief Executive, Line and Staff Agencies, Department, Head quarter and field relationship

Unit 4:
Administrative Behaviour: Decision Making, Theories of leadership, Communication, Motivation and Control

Unit 5:
Citizen and Administration: People’s Participation in Administration, Public policy process and Policy making models, Role of civil society, Right to information and Citizen’s Charter.

Suggested Readings:
1. Sharma, M.P.: Public Administration-Theory and Practice
2. White: Introduction to Public Administration
3. Bhambari, C.P.: Public Administration
4. Awasthi & Mahaeshwari: Public Administration (Hindi& English)

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MAPA-102- COMPARATIVE PUBLIC ADMINISTRATION

Unit 1:
Comparative Public Administration: Concept, Nature, Scope, Evolution and Significance; Features of Developed and Developing Societies, Administration; Approaches to the Study of Comparative Public Administration

Unit 2:
Weber’s Typology of Authority and Administrative System with particular reference to the Ideal Type Bureaucratic Model, Rigg’s Contribution with particular reference to prismatic society and sala model, Rigg’s view on Development.

Unit 3:
The Concept, Scope and Significance of Development Administration. Economic and Socio-Cultural Context of Development Administration, Concept of Administrative Development, Bureaucracy and Development Administration.

Unit 4:
Salient features of the Administrative Systems of U.K., U.S.A. and France; Comparative Study of their Political Executive.

Unit 5:
Organisation and working of following: Treasury (UK), State Department (USA), Ombudsman (Sweden), Independent Regulatory Commissions (USA), Council of State (France).

Suggested Readings:
1. Sifflin: Towards the Comparative Study of Public Administration
2. Riggs: Ecology of Administration
3. Arora, Ramesh K.: Comparative Public Administration (Hindi and English)

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MAPA-103- PUBLIC PERSONNEL ADMINISTRATION

Unit 1:
Public Personnel Administration: Meaning, nature and scope; Development and significance of Public Personnel Administration.

Unit 2:
Basic Concepts: Administration and Policy making; Professionalisation of Civil Service; Administrative Culture;
Bureacracy and Environment (Political, Social and Economic),
Integrity in Administration; Concept of Ethic in Public Service.

**Unit 3:**
General Characteristics of Public Personnel Administration of U.S.A.,
U.K. and France, Need for Central Personnel Agencies, Organisation
and Working of Central Personnel Agencies in U.S.A., U.K. and
France.

**Unit 4:**
Recruitment and Training: Development of Merit system, Importance
of recruitment; Methods of recruitment (U.S.A., U.K. and France);
Importance and types of Training Institutions U.S.A., U.K., and
France. Training techniques; Promotion; Seniority V. Merit.

**Unit 5:**
Salary, Service Conditions, Service Rules. Management of Staff
Relations; Disciplinary Procedures, Political Rights of Civil Servants
(U.S.A., U.K. and France); Management Information system for
Personnel Administration.

**Suggested Readings:**
1. Stahl, O. Glenn: Public Personnel Administration
2. Shafnitz, Jay (ed.): Personnel Management in Government
3. P.Pigors & C.A. Maynes: Personnel Administration
4. Goel, S.L.: Public Personnel Administration
5. Sinha, V.M.: Public Personnel Administration (Hindi also).

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**MAPA-104- PUBLIC ADMINISTRATION IN INDIA**

**Unit 1 :**
Evolution of Indian Administration-Kautilya, Mughal period & British
Legacy. Constitutional framework: value premises of the Constitution,
parliamentary democracy, federalism. Planning, Human Rights:
National Human Rights Commission

**Unit 2 :**
Union Government and Administration; President, Prime Minister,
Council of Ministers, Cabinet Committees, Cabinet Secretariat, Prime
Minister’s Office, Central Secretariat, Major Ministries and
Departments.

**Unit 3 :**
District Administration: Changing role of the District Collector, Law
and Order and Development Management.
Local Government: Panchyati Raj and Urban Local Government, Main features of 73rd and 74th Constitutional Amendment, Major rural and urban development programmes and their management.

Unit 4:
Public Services: All India Services, Central Services: Union Public Service Commission, Training in the changing context of governance. Administrative Reforms: Reforms since independence. Reports of the Administration Reforms Commission, Problems of implementation Impact of Information Technology on Public Administration, Indian Administration and Globalisation

Unit 5:
Major Issues in Indian Administration: Problems of Centre-State relations, Relationship between Political and Permanent Executive, Generalist and Specialist in Administration, Law and Order administration, changing nature of Indian Administration in context of Economic Reforms. Control and accountability over Indian Administration.

Suggested Readings:
1. Maheshwari, S.R.: Indian Administration
2. Jain, R.B.: Contemporary Issues in Indian Administration
3. Hoshiar Singh & Mohiendra Singh: Public Administration in India
4. Parmatma Sharan: Public Administration in India
5. Mishra, B.B.: Government and Bureaucracy in India

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Final

MAPA-201- ADMINISTRATIVE THOUGHT

Unit 1:
Administrative Thought of Kautilya, Confucius, and Woodrow Wilson

Unit 2:
Bureaucratic Theory of Max Weber, Scientific Management- Taylor; Administrative Management Theories-Fayol, Luther Gulick and Urwick

Unit 3:
Administrative Thoughts of Chester I Bernard-Formal and Informal
Organisation, Satisfaction, Equilibrium. Authority and Communication. Decision Making, Administrative Behaviour
Herbert A. Simon

Unit 4:
Human Relations Theory: Fritz J. Roethlisberger and Elton Mayo, Hawthorne study, A.H. Maslow, Frederick Herzberg

Unit 5:

Suggested Readings:

1. James C. Charlesworth: Theory and Practice of Public Administration
2. Chester A. Bernard: The Functions of the Executive
3. Henry Fayol: General and Industrial Management
4. Goodnow: Politics and Administration
5. R.Prasad and Others: Administrative Thinkers.

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MAPA-202- FINANCIAL ADMINISTRATION WITH SPECIAL REFERENCE TO INDIA

Unit 1:

Unit 2:

Unit 3:
Machinery for Planning: Organisation and Working of Planning Commission and National Development Council: Planning Machinery at State and District levels and Plan formulation

Unit 4:
Unit 5:
Control over Financial Administration: Parliamentary Control over Public Finance, Parliamentary Financial Committees, Public Accounts Committee, Estimates Committee, Committee on Public Undertakings, Accounts and Audit, Comptroller and Auditor General of India.

Suggested Readings:
1. M.J.K. Thavaraj: Financial Administration in India
2. P.K. Ghosh: Public Enterprises in India
3. Aaron Wildarsky: The Politics of Budgetary Process

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MAPA-203- RESEARCH METHODOLOGY

Unit 1:
Subject and object of Research Methodology: Task and role of research Methodology in Social Science with special emphasis on Public Administration, Study of behaviour of man under impact of socio-economic and political phenomena, Scope and limitations of social research

Unit 2:
The Scientific Method: Nature, aim and basic elements, Relationship of theory and fact. Theory Building in Public Administration, concepts, theory and hypothesis, their definitions and relationship

Unit 3:
Nature of Scientific Social Study: The Research Design, Definition of problem and formulation of a working hypothesis, Methods of collecting data, Observation, questionnaire and schedule interview, The case study method

Unit 4:
Data Analysis and Presentation: Coding, tabulation interpretation. Technique of Scaling, Report writing chapters, footnotes, references, bibliography, rules of citing and quotations

Unit 5:
Elementary Statistical Techniques: Problems of measurement in social research: Basic statistics, Frequency Distribution. Mean, Mode, Median, Measures of variability-Mean deviation, Standard deviation
correlation, uses and limitations of statistical methods.

**Suggested Readings:**
1. Kerlinelr, F.A: The Foundations of Behavioural Research
2. Good, W.J. & Others: Research Method in Social Science
4. Hubert Bhalak: Social Statistics
5. R.K. Sapru: Public Policy.

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**MAPA-204- URBAN LOCAL ADMINISTRATION**

**Unit 1:**
Importance and scope of Urban Administration, Urbanisation, Urban problems, Consequences of Urbanisation; Challenges before Urban Bodies, General Features of Urban Local Administration of USA, U.K., France and India

**Unit 2:**
Structure of Urban Local Administration:
USA: Mayor Council Plan, Commission Plan and City Manager Plan
U.K.: Metropolitan Counties; Non-metropolitan counties
Central-Local Relation in England.

**Unit 3:**
Urban Bodies in India: Structure of Urban Local Bodies in India, Municipal Corporations, Municipal Councils and Municipalities
Functions of local bodies, Committee System, Municipal Executive

**Unit 4:**
Municipal Personnel: Recruitment and Training, Municipal finance, Control over Urban local bodies

**Unit 5:**
City Government of London, Paris and New York, Municipal Corporation of Calcutta, Bombay and Delhi, Town Planning and UIT.

**Suggested Readings:**
1. R. Agarwal: Municipal Government in India
2. M. Bhattacharya: Management of Urban Government in India
5. Herman Finer: English Local Government.
MAPA-205- RURAL LOCAL ADMINISTRATION

Unit 1:
Concept and Importance of Local Self Government. The Concept of Panchayati Raj in India. Features of Rural Local Administration of USA;, U.K.

Unit 2:

Unit 3:
Structure and working of Panchayati Raj Institutions in Rajasthan : Gram Sabha, Gram Panchayat; Panchayat Sammittee and Zila Parishad

Unit 4:
Panchayati Raj and Bureauracy: the Chief Executive officer, Vikas Adhikari, Panchayat Sachiv and other Officials of Panchayati Raj Institutions

Unit 5:
State control over Panchayati Raj Institutions : Control over Panchayati Raj Institution, State Finance Commission; Revenue Sources of Panchyati Raj Institutions. Organisation and working of Directorate of Panchayati Raj.

Suggested Readings:
3. S.R. Maheshwari: Local Government in India
4. Mathur, M.V.: Panchayati Raj in Rajasthan
5. Ravindra Sharma: Bharat me Sthaniya Shashan.