

**POST GRADUATE TEACHING  
DEPARTMENT OF PUBLIC ADMINISTRATION  
& LOCAL SELF GOVERNMENT  
UNDER THE  
FACULTY OF HUMANITIES**

**Rashtrasant Tukadoji Maharaj  
Nagpur University, Nagpur**



**SYLLABUS FOR M. A. (PUBLIC ADMINISTRATION)  
(PART-I & PART-II)**

**(With effective from academic year 2023-2024)**

**DEPARTMENT OF PUBLIC ADMINISTRATION & LSG**  
**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**  
**Structure and Credit Distribution of 2 Years PG Degree Program of**  
**M. A. Public Administration (Autonomous) 2023-24**

Year (2 Yr PG)	Level	Sem. (2Yr)	Major		RM	OJT/ FP	RP	Cum. Cr.	Degree
			Mandatory	Electives					
I	6.0	Sem. I	2 courses X4 credits =08	1 course X 4	1 course X4 credits =04				PG Diploma (after 03 Years degree)
			2 courses X 2 credits =04	Credits= 04					
			08+04=12	04	04	-	-	20	
		Sem. II	2 courses X 4 credits =08	1 course X 4	-	1 course X 4 credits =04			
			2 courses X 2 credits =04	credits =04					
			08+04=12	04	-	04	-	20	
Cumulative Credit for PG Diploma			24	08	04	04	-	40	
Exit Option: PG Diploma (40 Credits) after Three Year UG Degree									
II	6.5	Sem. III	2 courses X 4 credits =08	1 course X 4		-	1 course X 4 credits =04		PG Degree after 3- Years UG
			2 courses X 2 credits =04	credits =04	-				
			08+04=12	04	-	-	04	20	
		Sem. IV	2 courses X 4 credits =08	1 course X 4			1course X 6 credits =06		Or  PG Degree after 4- Years UG
			1courses X 2 credits =02)	credits =04					
			08+02=10	04			06	20	
Cumulative Credit for 01 Year PG Degree			22	08	-	-	10	40	
Cumulative Credit for 02 Year PG Degree			46	16	04	04	10	80	
2 Years - 4 semester (82 Credits) after Three Year UG Degree or 01 Year: 2 Semester PG Degree (40 Credits) after Four Year UG Degree									
	8.0		Course Work Min. 12(3X4)		Training in Teaching / Education / Pedagogy: 4			16+ Ph. D. Work	Ph. D. in Subject

Abbreviations: Yr.: Year, Sem.: Semester, OJT: On Job Training: Internship/Apprenticeship, FP: Field Project, RM: Research Methodology, RP: Research Project, Cum. Cr. Cumulative Credits

## DEPARTMENT OF PUBLIC ADMINISTRATION

### Under Choice Based Credit System (CBCS)

#### Summary of Distribution of Credits and Marks for 2 Years PG Degree

#### Program of M. A. Public Administration (Autonomous)

Type of Course	Sem. I	Sem. II	Sem. III	Sem. IV
(Major) Mandatory	12	12	12	12
(Major) Electives	04	04	04	02
RM	04			
OJT/FP		04		
RP			04	06
<b>Total Credits</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Total Marks</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Credits=80</b>				

Semester	(A) Major Mandatory			(B)Major Electives			RM	OJT/ FP	RP		Total
	No. of Courses	Credits (T/P)	Total Credits	No. of Courses	Credits (T/P)	Total Credits	No. of Courses			Total Credit	Credits (A+B+C+D)
I	2*4 2*2	8 4	12	01	04	04	01			04	20
II	2*4 2*2	8 4	12	01	04	04		01		04	20
III	2*4 2*2	8 4	12	01	04	04			01	04	20
IV	2*4 1*2	8 2	10	01	04	04			01	06	20
										Total	80

**Semester-wise Structure and Credit Distribution of 2 Years  
PG Degree Program of M. A. (Public Administration)**

2 Year PG Degree Program in M. A. (Public Administration)									
Level	SEMESTER-I								
6.0	MAJOR			Teaching Hours / Week	Maximum Marks		Minimum Passing Marks	Cum. Credits	Total Marks
	Course Type	Course Code	Course Title		Theory	Internal	Combined		
				Mandatory	MPA1T01	Administrative Theory	4	60	40
	MPA1T02	Indian Administration	4		60	40	50	4	100
	MPA1T03	Indian Constitution and Administration	2		30	20	25	2	50
	MPA1T04	Public Sector Administration in India	2		30	20	25	2	50
	Electives (Select Any One	MPA1TE05	State and District Administration in Maharashtra	4	60	40	50	4	100
		MPA1TE06	Citizen Centric Governance						
		MPA1TE07	Environment Administration						
		MPA1TE08	Office Management						
	Mandatory	MPA1T09	Research Methodology	4	60	40	50	4	100
	Total Credit for Semester-I							20	500
	SEMESTER-II								
	MAJOR			Teaching Hours / Week	Maximum Marks		Minimum Passing Marks	Cum. Credits	Total Marks
	Course Type	Course Code	Course Title		Theory	Internal	Combined		
				Mandatory	MPA2T01	Administrative Thinkers	4	60	40
	MPA2T02	Personnel and Financial Administration	4		60	40	50	4	100
MPA2T03	Human Resource Management	2	30		20	25	2	50	
MPA2T04	Disaster Management and Administration	2	30		20	25	2	50	
Electives (Select Any One)	MPA2TE05	Panchayati Raj	4	60	40	50	4	100	
	MPA2TE06	Urban Local Governance in India							
	MPA2TE07	International Administration							
	MPA2TE08	E-Governance							
Select Any One	MPA2OJT09	On Job Training(OJT): Internship/Apprenticeship	*2	60	40	50	4	100	
	MPA2FP10	Field Project (FP)							
	Total Credit for Semester-II							20	500

\*For OJT/Field Project the students shall spend 2 contact hours per week with the mentor/faculty members of the Department.

**Semester-wise Structure and Credit Distribution of 2 Years  
PG Degree Program of M. A. (Public Administration)**

<b>2 Year PG Degree Program in M. A. (Public Administration)</b>									
<b>Level</b>	<b>SEMESTER-III</b>								
<b>6.5</b>	<b>MAJOR</b>			<b>Teaching Hours / Week</b>	<b>Maximum Marks</b>		<b>Minimum Passing Marks</b>	<b>Cum. Credits</b>	<b>Total Marks</b>
	<b>Course Type</b>	<b>Course Code</b>	<b>Course Title</b>		<b>Theory</b>	<b>Internal</b>	<b>Combined</b>		
	<b>Mandatory</b>	MPA3T01	Social Welfare Administration in India	4	60	40	50	4	100
		MPA3T02	Comparative and Development Administration	4	60	40	50	4	100
		MPA3T03	Administrative Ethics and Governance	2	30	20	25	2	50
		MPA3T04	Recent Trends in Public Administration	2	30	20	25	2	50
	<b>Electives (Select Any One)</b>	MPA3TE05	Civil Services in India	4	60	40	50	4	100
		MPA3TE06	Public Relations and Governance						
		MPA3TE07	Entrepreneurship Development						
		MPA3TE08	Management of NGOs						
	<b>Mandatory</b>	MPA3RP09	Research Project	*2	60	40	50	4	100
	<b>Total Credit for Semester-III</b>							<b>20</b>	<b>500</b>
	<b>SEMESTER-IV</b>								
	<b>MAJOR</b>			<b>Teaching Hours / Week</b>	<b>Maximum Marks</b>		<b>Minimum Passing Marks</b>	<b>Cum. Credits</b>	<b>Total Marks</b>
	<b>Course Type</b>	<b>Course Code</b>	<b>Course Title</b>		<b>Theory</b>	<b>Internal</b>	<b>Combined</b>		
	<b>Mandatory</b>	MPA4T01	Public Policy and Governance	4	60	40	50	4	100
		MPA4T02	Local Governance	4	60	40	50	4	100
		MPA4T03	Recent Trends in Indian Administration	2	30	20	25	2	50
	<b>Electives (Select Any One)</b>	MPA4TE04	Educational Administration in India	4	60	40	50	4	100
		MPA4TE05	Health Administration in India						
		MPA4TE06	Corporate Governance						
		MPA4TE07	Administrative Law						
	<b>Mandatory</b>	MPA4RP08	Research Project	*3	90	60	75	6	150
	<b>Total Credit for Semester-IV</b>							<b>20</b>	<b>500</b>

\*The students shall spend 2 contact hours per week in Sem-III and 3 contact hours per week in Sem-IV with the mentor/supervisor for Research Project.

## **GUIDELINES FOR THE PROGRAMME**

1. In semester-III and semester-IV, the students shall undertake Research Project which carries 4 and 6 credits respectively. The research project shall be conducted under the supervision of the faculty member and has to be approved by the Head of the Department. The topic for the Research Project will have to be approved by Head of the Department. Completion of a Research Project is compulsory of 15000-20000 words on any topic relating to the subject matter of any semester.
2. Research Project in semester-III of 4 credits shall have 100 marks including project itself and the internal assessment [Project 60 marks + 40 internal assessment (including presentation and viva-voce). And passing marks shall be 50, project and internal assessment together. The Research Project which will be based upon the following criteria:
  - a) Formulation of problem, aim and objectives and research questions
  - b) Research methodology
  - c) Literature survey of at least 10 books or journal articles
  - d) Collection of data
  - e) Interpretation and analysis of the data
  - f) List of references and bibliography
  - g) Submission of Research Project
3. Research Project in semester-IV of 6 credits shall have 150 marks including project itself and the internal assessment [Project 90 marks + 60 marks internal assessment (including presentation and viva-voce)]. And passing marks shall be 75, project and internal assessment together. The project shall be undertaken under the supervision of the faculty member of the Department and the project has to be approved by the Head of the Department. The students shall submit the Research Project before the commencement of the theory examination of the semester concerned. The Research Project which will be based upon the following criteria:
  - a) Formulation of problem, aim and objectives and research questions
  - b) Research methodology
  - c) Literature survey of at least 10 books or journal articles
  - d) Collection of data
  - e) Interpretation and analysis of the data
  - f) Detailed list of references and final bibliography.
  - g) Submission of Research Project
4. The students can carry out separate research projects in semester-III and semester-IV or they can continue the research project of semester-III in semester-IV. If the students

wish to continue semester-III research project in semester IV, they shall ensure that they strictly follow the conditions below:

i) In semester-III, the students shall prepare research proposal that includes:

- a) Selection of topic/research problem
- b) Aims/objectives, Hypotheses and scope of the research
- c) Research Methodology
- d) Literature Review (at least 15-20 books or journal articles)
- e) Collection of Data

In semester-III, Research Project shall have 100 marks. The Research Project shall have 60 marks and internal assessment (including the presentation and viva-voce) based on the project shall have 40 marks. And passing marks for the same shall be 50 marks.

ii) In semester IV, the students shall do the following:

- a) Understanding academic writing
- b) Interpretation and analysis of the primary and secondary data
- c) Detailed list of references and final bibliography.
- d) Writing and Submission of Research Project

In semester-IV, Research Project shall have 150 marks. The project itself shall have 90 marks and internal assessment (including the presentation and viva-voce) based on the project shall have 60 marks. And passing marks for the same shall be 75 marks. In this case the word limit for the Research Project will be 20000-25000.

5. As per university direction No. 15 of 2023, the minimum standard of passing is 50% cumulatively. A student is compulsorily required to be present in internal evaluation and end semester examination.
6. All matters related to M.A. (Public Administration) program shall be governed by GR of Government of Maharashtra, Higher and Technical Education Department, vide GR No.:NEP/2020/Pra.kra.09/vishi-3 shikana, dated 16 May 2023, and rules, regulations, notifications, directions, etc. issued time to time in this regard by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

## Scheme of Evaluation, Examination and Question Paper

Theory (60 Marks)	Internal (40 Marks)			
Question 1 to 4 long answer questions with internal choice, carrying 12 marks each. (4x12 = 48) Question 5 short answer questions having 4 short notes, carrying 3 marks each. (4x3 = 12)	Mid-term Test		Assignment (this can include research paper Writing, book reviews, etc.)	Viva-Voce/ Presentation /seminar/ class room participation etc.)
	Test-I	Test-II		
	10	10	10	10
Theory (30 Marks)	Internal (20 Marks)			
Question 1 to 2 long answer questions with internal choice, carrying 12 marks each. (2x12 = 24) Question 3 short answer questions having 2 short notes, carrying 3 marks each. (2x3 = 06)	10		05	05

### **Pattern of Question Papers for 60 marks (Theory)**

1. Question paper will consist of five questions and all questions shall be compulsory.
2. First Four long answer questions (to be attempted in about 800 words) will be on four units with internal choice (one question to be attempted out of two on each unit).
3. Fifth Question shall be short answer question having one question each from all the four units. All the questions will carry 3 marks each.
4. Each Theory paper will be of 3 hours duration.
5. Maximum marks allotted are 60 for theory and 40 for internal assessment.

### **Pattern of Question Papers for 30 marks (Theory)**

1. Question paper will consist of three questions and all questions shall be compulsory.
2. There shall be two long answer questions carrying 12 marks each. Question No. 3 will have two short answer question carrying three marks each.
3. Each Theory paper will be of one and half hour duration.
4. Maximum marks allotted are 30 for theory and 20 for internal assessment.



## INTRODUCTION OF THE PROGRAMME

The proposed post graduate course in Public Administration is designed in the light of the introduction of the New Education Policy adopted by the government of India and need to align the curriculum with the requirements of the same. The new credit curriculum framework for two years PG Programme is designed for M. A. (Public Administration) vide Government of Maharashtra, Department of Higher and Technical Education Department G.R. No. NEP-22/CR No. 09/VISHI-3 shikana dt. 16 May, 2023, to be brought into effect from the academic year 2023-24.

The syllabus is divided into mandatory and elective courses. The programme is designed to provide student an overall learning experience both in theory as well as hands on experience in research, presentation and internships or apprenticeships. The programme has a major component of research in the form of field and research projects giving them more exposure to hand on research. Mandatory Courses fulfill the requirement of syllabus for specialization in Public Administration. It also takes into account recent developments in public administration. The duration of the Programme is of Two Years and is divided into four semesters.

Students are advised to refer to the following journals and publications for all papers of M. A. (Public Administration) Programme.

1. *Indian Journal of Public Administration*, quarterly journal published by the Indian Institute of Public Administration, New Delhi.
2. *Nagarlok*, quarterly journal published by the Indian Institute of Public Administration, New Delhi.
3. लोक प्रशासन (हिंदी), biannual journal published by the Indian Institute of Public Administration, New Delhi.
4. *Public Administration Review* is published bimonthly on behalf of the American Society for Public Administration by Blackwell Publishing, USA.
5. *Public Administration* is published quarterly by Blackwell Publishing, Oxford.
6. *International Review of Administrative Sciences*, quarterly journal published by SAGE Publications on behalf of the International Institute of Administrative Sciences.
7. *Public Policy and Administration*, quarterly journal of the UK Joint University Council (JUC) and Public Administration Committee (PAC).
8. *Local Government Quarterly*, quarterly journal published by the All India Institute of Public Local Self-Government, Mumbai.
9. Journal like *Yojana*, *Kurukshetra* and the other publications of Government of India.

## **Program Outcomes (POs) for M. A. (Public Administration) Programme**

**Targeted Graduate Attributes:** Disciplinary Knowledge, Critical Thinking, Problem Solving, Analytical Reasoning, Communication Skills, Teamwork, Moral and Ethical Awareness.

After completing the program, the students will be able to:

<b>POs No.</b>	<b>Program Outcomes</b>
<b>PO1</b>	To develop extensive knowledge amongst the students about the emerging issues and ideas in Public Administration with relation to global, national, regional and local government administration and participation of various stakeholders in the structures, functions and processes.
<b>PO2</b>	The students will be able to develop abilities to illustrate the major theories of Public Administration and critical thinking.
<b>PO3</b>	To enhance the aptitude of students about contemporary developments in the Public Administration and the paradigm shift in the discipline.
<b>PO4</b>	To develop the analytical capabilities of the students to examine the policy making process, implementation and evaluation and independent opinion formation regarding different types of public policies.
<b>PO5</b>	To inculcate amongst the students research culture by encouraging them to undertake research on current issues of relevance pertaining to the subject for the production of knowledge and benefit to the society.
<b>PO6</b>	The students will be able to develop cognitive and practical skills and objective thinking regarding Public Administration. They will learn collaborative and participative working.

M.A. Part-I (Public Administration) First Semester

**MPA1T01:** (Mandatory)

## **ADMINISTRATIVE THEORY**

### **Course Outcomes:**

1. Awareness about the concept, evolution and growth of the discipline of Public Administration.
2. Learning about and approaches to the study of Public Administration.
3. Understanding of the basic principles and concepts of Public Administration.
4. Theoretical clarity about the organisational theory and management.

### **UNIT- I**

**Introduction:** Meaning, Nature, Scope and importance of Public Administration; Evolution and present status of Public Administration; Politics and Administration Dichotomy- Woodrow Wilson and F.J. Goodnow; Globalization and Public Administration

### **UNIT- II**

**Approaches to the Study of Public Administration:** Classical Approach; Human Relations Approach; Behavioural Approach; Socio-Psychological Approach; Ecological Approach

### **UNIT- III**

**Principles and Concepts of Public Administration:** Division of Work and Coordination; Hierarchy, Unity of Command and Span of Control; Delegation, Centralization and Decentralization; Line and Staff; Leadership and Supervision

### **UNIT-IV**

**Organizational Theory and Management:** Theories of Managerial Efficiency; The Classical Management Movement; The Neo-Classical School; The Human Side of Organisational Management; Contemporary organisational theories (Structural, System, W. Edwards Deming and Japanese Management); Organisational Economic Theory, Organisational Culture.

### **Recommended Readings:**

1. Avasthi and Maheshwari (2023): *Public Administration*, Laxmi Narain Aggarwal, Agra.
2. Mohit Bhattacharya (2022): *New Horizons of Public Administration*, Jawahar Publishers,

- New Delhi, 2010.
3. Rumki Basu (2019): *Public Administration-Concepts and Theories*, Sterling Publishers, New Delhi.
  4. H. George Frederickson and Kevin B. Smith (2008): *Public Administration Theory Primer*, Rawat Publications, Jaipur.
  5. Raymond W. Cox III, Susan J. Buck and Betty N. Morgan (2005): *Public Administration in Theory and Practice*, Pearson Education, New Delhi.
  6. M.P. Sharma and B. L. Sadana (2018): *Public Administration in Theory and Practice*, Kitab Mahal, Allahabad.
  7. S. L. Goel (2003): *Public Administration-Theory & Practice*, Deep& Deep Publications, New Delhi.
  8. C. P. Bhambhari (1993): *Public Administration– Theory and Practice*, Jaiparkash Nath Publishers, Meerut.
  9. B. L. Fadia & Kuldeep Fadia (2021): *Public Administration*, Sahitya Bhawan Publications, Agra.
  10. Nicholas Henry (2002): *Public Administration and Public Affairs*, Prentice-Hall of India, New Delhi.
  11. Jack Rabin, W. B. Hildreth & G. J. Miller (eds.) (1998): *Handbook of Public Administration*, Marcel Dekker, Inc., New York.
  12. Marc Holzer & Richard W. Schweser (2011): *Public Administration: An Introduction*, Prentice-Hall of India, New Delhi.
  13. Felix A. Nigro (1970): *Modern Public Administration*, Harper and Row, New York.
  14. M. Laxmikanth (2022): *Public Administration*, McGraw Hill Publications, New Delhi.
  15. अवस्थी एवं महेश्वरी (२०२०): *लोकप्रशासन*, लक्ष्मिनारीन अगरवाल, नई दिल्ली.
  16. एम. लक्ष्मिकांत (२०२२): *लोकप्रशासन*, टाटा मच्चाहिल, नई दिल्ली.
  17. सुरेंद्र कटारिया (२०१९): *लोकप्रशासन*, राजस्थान हिंदी ग्रंथ अकादमी, जयपुर.
  18. एन. आर. इनामदार आणि सुनिता काळे (१९९७): *लोक प्रशासन*, दास्ताने क., पुणे.
  19. पी. एम. बोरा आणि श्याम शिरसाठ (2013): *लोक प्रशासन शास्त्र*, विद्या बूक्स, औरंगाबाद.
  20. पी. बी. पाटील (२०१८): *लोक प्रशासन*, फडके प्रकाशन, कोल्हापूर.
  21. श्यामसुंदर बाघमारे आणि सुरेश गजभारे (२०१३): *लोक प्रशासनाची तत्वे*, अरुणा प्रकाशन, लातूर.
  22. पी. व्ही. भुताळे आणि बी. सी. वडवळे (२०१४): *लोकप्रशासन- परिचय व मुलतत्वे*, क्रिएटिव्ह पब्लीकेशन, नांदेड.
  23. स्मिता खुमसे आणि उर्मिला रेड्डी (२०११): *लोकप्रशासनाची मुलतत्वे*, अरुणा प्रकाशन, लातूर.
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M. A. Part-I (Public Administration) First Semester

**MPA1T02: (Mandatory)**

## **INDIAN ADMINISTRATION**

### **Course Outcomes:**

1. Understand and analyse the evolution and growth of Indian Administration.
2. Analyze the role of Union and State Government in India.
3. Analyse the role of judiciary in India.
4. Understand and analyse various roles played by Constitutional & Statutory Bodies in Indian context.

### **UNIT-I**

**Evolution and Growth:** Ancient Administration; Mughal Administration; British Administration; Legacy of British Rule in Administration; Constitutional Provisions for Administration; Features of Indian Administration after Independence

### **UNIT-II**

**Union and State Government:** President, Vice President, Prime Minister and Union Cabinet; Parliament: Lok Sabha and Rajya Sabha- structure, powers and conduct of business; Governor, Chief Minister and State Cabinet; State Legislative Assemblies and State Legislative Councils; Centre–State Relations; Central Secretariat; Cabinet Secretariat; Prime Minister’s Office; District Administration; Local Administration- 73rd and 74th Constitutional Amendment Acts.

### **UNIT-III**

**Judiciary:** Supreme Court; High Court; Lower Courts; Powers & Constitutional Provisions of Judiciary; Judicial Review and Judicial Activism; Public Interest Litigation

### **UNIT-IV**

**Constitutional and Statutory Bodies:** Constitutional Bodies- Election Commission of India; Union Public Service Commission; State Public Service Commission; Finance Commission; National Commission for SCs; National Commission for STs; Comptroller & Auditor General of India.

Statutory Bodies- National Human Rights Commission; National Commission for Women; National Commission for Minorities; National Commission for Backward Classes; National Law Commission

### Recommended Readings:

1. Arora, Ramesh K. and Goyal, Rajni (2022): *Indian Public Administration: Institutions and Issues*, New Age International Publishers: New Delhi.
  2. Radhakrishnan Sapru (2018): *Indian Administration: A Foundation of Governance*, Sage Publications: New Delhi.
  3. Avasthi, A and Avasthi, A P (2022): *Indian Administration*, Laksmi Narain Aggarwal: Agra.
  4. Basu, D. D. (2021): *Introduction to the Constitution of India*, Lexus Nexus: New Delhi.
  5. Bidyut Chakrabarty and Prakash Chand (2016): *Indian Administration: Evolution And Practice*, Sage: New Delhi.
  6. Fadia, B L and Fadia, Kuldeep (2017): *Indian Administration*, Sahitya Bhawan: Agra.
  7. Kangle R P (1972): *The Kautilya Arthshastra*, Motilal Banarsidass: New Delhi.
  8. Kapur, D., Mehta, P. B. and Vaishnav, M. (Eds.) (2017): *Rethinking Public Institutions in India*, Oxford University Press: New Delhi.
  9. Maheshwari, S R (2018): *Indian Administration*, Orient Longman: New Delhi.
  10. Sarkar, Jadunath Sir (1972): *Mughal Administration*, M.C. Sarkar: Calcutta.
  11. Sharma, Ashok (2016): *Administrative Institutions in India*, RBSA Publishers: Jaipur.
  12. Sharma, Prabhu Datta and Sharma, B.M. (2009): *Indian Administration: Retrospect and Prospect*, Rawat Publications: Jaipur.
  13. बिद्यूत चक्रवर्ती आणि प्रकाश चंद (२०१६): *भारतीय प्रशासन- उत्क्रांती आणि व्यवहार*, सेज, नवी दिल्ली. अनु. देवयानी देशपांडे.
  14. अवस्थी एवं अवस्थी (२०२०): *भारतीय प्रशासन*, लक्ष्मि नारीन अगरवाल, आग्रा.
  15. के. आर. बंग (2004): *भारतीय प्रशासन*, विद्या बुक्स, औरंगाबाद.
  16. श्यामसुंदर वाघमारे, सुरेश गजभारे आणि विजय सूर्यवंशी (२००८): *भारतीय प्रशासनाची रूपरेषा*, राजमुद्रा प्रकाशन, नांदेड.
  17. पी. व्ही. भुताळे, पी. के. एकंबेकर आणि बी.सी. वडवळे (२००८): *भारतीय प्रशासनाची रूपरेषा*, सह्याद्री प्रकाशन, नांदेड.
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## **INDIAN CONSTITUTION AND ADMINISTRATION**

### **Course Outcomes:**

1. Understanding the constitutional framework on which the Indian Administration is based.
2. Understand the Rights and Duties of Indian Citizens.
3. Awareness about the system of Government envisaged in Indian Constitution.

### **UNIT-I**

**Constitutional Framework:** Historical Background-The Company Rule (1773–1858); The Crown Rule (1858–1947), Making of the Constitution-Composition and Working of the Constituent Assembly; Committees of the Constituent Assembly; Enforcement of the Constitution; Criticism of the Constitution; Preamble and Salient Features of the Constitution; Directive Principles of State Policy; Fundamental Rights and Fundamental Duties.

### **UNIT-II**

**System of Government:** Parliamentary System-Features, Merits and Demerits; Features and Critical Evaluation of the Federal System; Inter-State Relations-Inter-State Water Disputes; Inter-State Councils; Emergency Provisions-National Emergency; President's Rule; Financial Emergency; Criticism of the Emergency Provisions.

### **Recommended Readings:**

1. Basu, D. D. (2021): *Introduction to the Constitution of India*, Lexus Nexus: New Delhi.
2. Kashyap, Subhash C. (2021): *Our Constitution*, National Book Trust, New Delhi.
3. Choudhry, Khosla, et al. (2016): *The Oxford Handbook of the Indian Constitution*, Oxford University Press, New Delhi.
4. Arora, Ramesh K. and Goyal, Rajni (2022): *Indian Public Administration: Institutions and Issues*, New Age International Publishers, New Delhi.
5. Avasthi, A and Avasthi, A P (2020): *Indian Administration*, Lakshmi Narain Aggarwal, Agra.
6. Bidyut Chakrabarty and Prakash Chand (2016): *Indian Administration: Evolution and Practice*, Sage Publications, New Delhi.
7. M. Laxmikant (2022): *Indian Polity*, McGraw Hill Education, New Delhi.

M. A. Part-I (Public Administration) First Semester

**MPA1T04:** (Mandatory)

## **PUBLIC SECTOR ADMINISTRATION IN INDIA**

### **Course Outcomes:**

1. Understanding the significance and growth of Public Sector in India.
2. Understanding the various issues involved in Public Sector Undertakings in India.

### **UNIT-I**

Meaning, and Significance of Public Sector; Economic Policy in India since Independence; Concept of mixed economy; Industrial policy resolutions (1948, 1956&1991); Growth of Public Sector in India; Rationale and Objectives of Government's Policies towards Public Sectors.

### **UNIT-II**

**Public Sector Undertakings:** Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization; Disinvestment Policy; Status of Nav Ratna undertakings.

### **Recommended Readings:**

1. Govind Bhattacharjee (Author): *Public Sector Enterprises in India*, SAGE Publications, New Delhi, 2020.
2. P.K. Jain, Seema Gupta and Surendra S. Yadav, *Public Sector Enterprises in India: The Impact of Disinvestment and Self Obligation on Financial Performance*, Springer Nature, 2014:
3. A.Ghosh, *Indian Economy—its Nature and Problems*, Calcutta: The World Press Pvt, 1998.
4. Dutt and Sundharam: *Indian Economy*, Delhi: S. Chand & Co., 2018.
5. B. L. Mathur: *Economic Policy and Administration (Hindi)*, Jaipur: RBSA Publishers, SMSHighway1990.
6. Hoshier Singh & Mohinder Singh: *Public Enterprise sin India-A Plea for Reforms*, New Delhi: Sterling Publishers, 1990.
7. Mohinder Singh (ed.): *Some Aspects of Public Enterprises in India*, New Delhi:Uppal



Publishing House, 1993.

8. V.V.Ramanadhan (ed.), *Public Enterprises and Developing World*, London: Groom Helm, 1984.
  9. Laxmi Narain: *Principles and Practice of Public Enterprises Management*, New Delhi: S. Chand & Co., 1999.
  10. Neelima Deshmukh & Chandra Patni, *Aarthik Neeti aur Prashashan*, College Book Depot, Jaipur.(Hindi)
  11. S. N. Raghawan: *Public Sector in India-Changing Perspectives*. New Delhi: AITD, 1994.
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M. A. Part-I (Public Administration) First Semester  
**MPA1TE05: (Elective)**

## **STATE AND DISTRICT ADMINISTRATION IN MAHARASHTRA**

### **Course Outcomes:**

1. Understand both the historical evolution of Maharashtra's administration and analysis and overview of development of the state.
2. Acquire an understanding about the formation and development of Maharashtra state.
3. Acquire knowledge about the functioning of state and district administration.
4. Analyze the role of various functionaries associated with state and district administration.
5. Address major issues pertaining to the development of Maharashtra state.

### **UNIT-I**

**Maharashtra State:** Formation of Maharashtra State; Features of Administration of Maharashtra.

**State Administration:** Governor, Chief Minister and Council of Ministers; State Secretariat; Chief Secretary; Directorates; Divisional Commissioner

**State Legislature:** Structure and Functions of Vidhan Sabha and Vidhan Parishad

### **UNIT-II**

**High Court:** Organisation, Independence, Jurisdiction and powers; Subordinate Courts; Organisation and functions of the Department of Home, Finance and Agriculture;

**Constitutional and Statutory Bodies of Maharashtra:** Maharashtra Public Service Commission; Lokayukta; Advocate-General; State Election Commission; State Finance Commission; YASHADA(Yashwantrao Chavan Academy of Development Administration).

### UNIT-III

**District Administration:** History of District Administration; The Component part of District Administration; Collectorate; Functions of District Collector and his Changing Role; District Police Administration.

### UNIT-IV

**Revenue Administration in the District:** Role of District Collector in Revenue Administration; Role and Functions of Sub-Divisional Officer, Tehasildar and Talathi

#### Recommended Readings:

1. S. S. Gadkari (1990): *Organization of the State Government of Maharashtra*, Himalaya Publishing House, Mumbai.
  2. Government of India, Second Administrative Reform Commission (2009): *State and District Administration* (Fifteenth Report).
  3. Arun Sadhu (2007): *Maharashtra*, National Book Trust, New Delhi.
  4. U. B. Singh (2021): *State Administration in India: Emerging Issues and Challenges*, Kalpaz Publications, New Delhi.
  5. *Maharashtra Year Book* (2018): Government of Maharashtra, Directorate General of Information and Public Relations.
  6. के. आर. बंग (2016): *महाराष्ट्राची प्रशासकीय व्यवस्था*, विद्याबुक्स, औरंगाबाद.
  7. के. आर. बंग (2013): *जिल्हा प्रशासन*, विद्याबुक्स, औरंगाबाद.
  8. शुभांगीराठी (2000): *महाराष्ट्राचे प्रशासन आणि जिल्हा प्रशासन*, अथर्व प्रकाशन, जळगाव.
  9. प्रवीणलोनारकर (२०२१): *राज्यशासन आणि प्रशासन*, नित्याप्रकाशन, भोपाल.
  10. अकोलकरआणिघारगे (२०१४): *जिल्हा व महसूल प्रशासन*, चिन्मयप्रकाशन, औरंगाबाद.
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M. A. Part-I (Public Administration) First Semester  
**MPA1TE06: (Elective)**  
**CITIZEN CENTRIC GOVERNANCE**

**Course Outcomes:**

1. Knowledge about the evolution and growth of the idea and concept of citizen centric governance.
2. Understanding about the institutions, tools and mechanism for ensuring citizen centric governance.
3. Understanding about the various cases of citizen engagement initiatives.

**UNIT-I**

**Citizen Centric Administration:** Concept, Evolution, Features and Significance; Rights and Obligations of Citizens; Civic Culture; Service providing and Developmental functions of the Government.

**UNIT-II**

Citizen Charter- Evolution, Features and Applications; Social Audit- Evolution, Features and Applications; Citizens' Participation in Administration: Concept, Significance and Limitations; Citizen Engagement initiatives of Government of India (My-Gov) at national level; Select state government initiatives (Bhagidari, Delhi; Citizen Report Card, Bengaluru).

**UNIT-III**

Right to Information Act, 2005; Lok Pal and Lok Ayukta in India; Grievance- Meaning, Agencies for Redressal of Grievances at centre and state levels in India.

**UNIT-IV**

Consumer Protection- Concept and Rationale; Consumer Protection Act, 1986; Maharashtra- Transparency and Accountability in delivery of Public Service Act, 2015

**Recommended Readings:**

1. Rumki Basu, M. B. Alam and F. Ahmad (ed) (2015): *Democracy and Good Governance- Reinventing the Public Service Delivery System in India*, Boolmsbury: New Delhi.
2. Alford, John & O' Flynn, Janine (2012): *Rethinking Public Service Delivery*, Palgrave Macmillan: New York.
3. Chakrabarty, Bidyut and Bhattacharya, Mohit (Eds.) (2008): *The Governance Discourse: A Reader*, Oxford University Press: New Delhi.

4. Chand, Vikram K (Ed.) (2010): *Public Service Delivery in India: Understanding the Reform Process*, Oxford University Press: New Delhi.
  5. Government of India (2009): *Citizen Centric Administration: The Heart of Governance*, Twelfth Report, Second Administrative Reforms.
  6. Government of India (2008): *Citizen's Charters– A Handbook*, Centre for Good Governance, Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions: New Delhi.
  7. Lathrop, Daniel and Ruma, Laurel (Eds.) (2010): *Open Government: Collaboration, Transparency and Participation in Practice*, O'Reilly: Cambridge.
  8. Jambhulkar, Vikas, Wasnik, Jitendra et al (2021): *Remaking Civic Society- Democracy, Good Governance and Elections in India*, Authors press: New Delhi.
  9. Mishra, Sweta (2012): *Citizen-Centric Public Systems*, Pearson: New Delhi.
  10. Munshi, Surendra and Abraham, Biju Paul (Eds.) (2004): *Good Governance, Democratic Societies and Globalization*, Sage: New Delhi.
  11. Oliver, Richard W (2004): *What is Transparency?* McGraw Hill: New York.
  12. Shah, Anwar (Ed.) (2005): *Public Services Delivery*, World Bank: Washington DC.
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M. A. Part-I (Public Administration) First Semester  
MPA1TE07: (Elective)

## ENVIRONMENTADMINISTRATION

### Course Outcomes:

1. Understanding about the Environmental Administration.
2. Examine the nature and scope of environmental, energy, and natural resource problems; contrasting perspectives on their severity and policy implications; scientific, economic, political, and institutional forces that shape policymaking and implementation.
3. Understanding the approaches to environmental policy analysis; and selected issues in environmental policy both within India and globally.

### UNIT-I

**Environment:** Key Concepts and Issues- Climate, Biodiversity, Waste Management, Air, Water, Energy, Ecosystem Balance; Natural Resource Conservation and Management;

Environmental Hazards and Risk Management; Environmentally Sustainable Development; Corporate Social Responsibility.

## **UNIT-II**

**Environmental Policy:** Introduction to Environmental Policies; Environmental Economics and Regulatory Framework; Environmental Impact Assessment- Impact Prediction, Evaluation and Mitigation; Strategic Environmental Assessment (SEA); Forecasting Environmental Changes

## **UNIT-III**

**Environmental Administration:** Overview of Laws and Institutions for Environmental Administration in India; Central Pollution Control Board- Structure, functions and role; State Pollution Control Board- Structure, functions and role

## **UNIT-IV**

**International Perspective:** Global Agenda for Environment Conservation; Sustainable Development Goals and Environment; Climate Change challenges in India; Climate Change and Environmental Justice- Case Studies.

### **Recommended Readings:**

1. Prakash Chand Kandpal (2018): *Environmental Governance in India: Issues and Challenges*, Sage Publication, New Delhi.
2. Jayanta Bandyopadhyay, Kanchan Chopra & Niranjana Ghosh (2012): *Environmental Governance: Approaches, Imperatives and Methods*, Bloomsbury India, New Delhi.
3. Natalia Ciecierska-Holmes, Kirsten Jørgensen, Lana Laura Ollier, D. Raghunandan (2019): *Environmental Policy in India*, Routledge: New Delhi.
4. Arild Vatn (2015): *Environmental Governance: Institutions, Policies and Action*, Edward Elgar Publishing, UK.
5. Bhatt, M S; Ashraf, S; and Illian, A. (Eds.) (2008): *Problems and Prospects of Environment Policy- Indian Perspective*, Aakar Books: Delhi.
6. Divan, S and Rosencranz, A. (2001): *Environmental Law and Policy in India*, Oxford University Press: New Delhi.
7. Krishnamurthy, B (2017): *Environmental Management: Text and Cases*, PHI Learning: New Delhi.
8. Kulkarni, V and Ramachandra, T V (2006): *Environmental Management*, TERI Press: New Delhi.
9. Roberts, J (2011): *Environmental Policy*, Routledge: Abingdon, Oxon.

10. UNEP (2015) *Embedding the Environment in Sustainable Development Goals*.
  11. Bhatt, M.S., Ashraf, S., & Illian, A. (Eds.) (2008). *Problems and Prospects of Environment Policy: Indian Perspective*. Delhi: Aakar Books.
  12. Divan, S., & Rosencranz, A. (2001). *Environmental Law & Policy in India* (18th edition). New Delhi: Oxford University Press.
  13. Dwivedi, O.P. (1997). *India's Environmental Policies, Programmes and Stewardship*. London, UK: Palgrave Macmillan.
  14. Krishnamoorthy, B. (2017). *Environmental Management: Text and cases*. New Delhi: PHI Learning Private Limited.
  15. Kulkarni, V., & Ramachandra, T.V. (2006). *Environmental Management*. New Delhi: TERI Press.
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M. A. Part-I (Public Administration) First Semester  
**MPA1TE08: (Elective)**

**OFFICE MANAGEMENT**

**Course Outcomes:**

1. Students will be able to support management in office administration and management.
2. Students will be able to manage records.
3. Students will be able to execute the duties of an office manager/administrator.
4. Students will be able to learn Administrative Improvement and Management aid tools and techniques.

**UNIT-I**

**Administrative and Office Management:** Nature and scope Office organization: Role, functions and qualifications of office supervisor/office manager; Office layout and Space management; ICT and Office Management

**UNIT-II**

**Physical and Psychological factors in the office:** colour, light, noise, air-conditioning, safety; Office Furniture; Machines and Equipment; Office Stationery and Supplies- standardization and codification; Purchase, receipt, issue, disposal; Store layout and Store accounting

**UNIT-III**

**Office communication:** Role, Types and Means; Handling incoming and outgoing mail;

Records Management- Features of good records management; Filing, Classification and Indexing of records; Records Retention Schedules; Preservation of records and Disposal of unwanted records; Centralized and Decentralized record keeping systems

#### UNIT-IV

Office procedure and office manuals; Forms designing and control; Quantitative and Qualitative office work control; Statutory and other Meetings- Drafting, Circulation, Preparation of agenda; Preparation and Confirmation of minutes and proceedings of meetings.

#### Recommended Readings:

1. R.C. Bhatia (2019): *Principles of Office Management*, New Delhi: Lotus Press.
2. I. M. Sahai (2019): *Office Management*, Sahitya Bhawan Publications, Agra.
3. R.K. Chopra (2017): *Office Management*, Himalaya Publishing House, Mumbai.
4. R.K. Chopra & Ankita Chopra (2006): *Office Management*, Himalaya Publishing House, Mumbai.
5. Arora, S.P. (2009): *Office Organisation and Management*, New Delhi: Vikas Publishing House.
6. Balanchandran, V. & Chandrasekaran, V. (2009): *Office Management*, New Delhi: Tata McGraw Hill.
7. Bhatia, R.C. (2005): *Principles of Office Management*, New Delhi: Lotus Press.
8. Chopra, R.K. (2010): *Administrative Office Management*, New Delhi: Himalaya Publishing House.
9. Dubey, N.B. (2009): *Office Management*, New Delhi: Global India Publications.
10. Gadkari, S.S. (1997): *Office Management for Public Administration*. New Delhi: Concept.
11. Thukaram, M.E., (2000): *Office Organization and Management*, New Delhi: Atlantic Publishers and Distributors.
12. Zone, K. Quible (2001): *Administrative Office Management*, New Delhi: Prentice Hall.
13. Chopra, K. R. (2008). *Office Management*. Mumbai: Himalaya Books.
14. Ghosh, Prasanta K. (2003): *Office Management: Principles and Practice*. New Delhi: Sultan Chand & Sons.
15. S, Gadkari. (1997). *Office Management for Public Administration-Principles and Techniques*. New Delhi: Concept Publishing Company.

M. A. Part-I (Public Administration) First Semester

**MPA1T09: (Mandatory)**

## **RESEARCH METHODOLOGY**

### **Course Outcomes:**

1. Development of an intellectual understanding of the fundamental knowledge of research methodology.
2. Comprehend the research process in an appropriate manner.
3. Inculcation of the necessary skills to use research tools to undertake research study.
4. Competence to evaluate governmental policy or programme/projects on the basis of primary and secondary data.
5. Ability to understand the issues and challenges of research in Public Administration.

### **UNIT-I**

**Foundations of Public Administration Research:** Key concepts in research methods; Types of research; Research process– Defining research problem, steps of research and application of research methods in Public Administration; Hypothesis; Current trends in research.

### **UNIT-II**

**Research Design:** Concept and importance; Types of research designs; Application of various types of research designs in Public Administration; Problems of research design.

### **UNIT-III**

**Scientific Method, Measurement and Sampling Techniques:** Concept of scientific method; Measurement and scaling concept; Basics of sampling and types of sampling.

### **UNIT-IV**

**Data Collection, Processing and Analysis:** Observation method, Questionnaire, Interview; Case Study method; Secondary data analysis; Data preparation, Analysis and Report writing.

### **Recommended Readings:**

1. Pandian Sundara P, Muthulakshmi S, Vijayakumar T. (2022): *Research Methodology & Applications of SPSS in Social Science Research*, Sultan Chand and Sons: New Delhi.
2. Arunangshu Giri & Debasish Biswas (2018): *Research Methodology for Social Sciences*, Sage: New Delhi.
3. Kothari, C R and Garg G (2019): *Research Methodology: Methods and Techniques*, New Age



International Publishers: New Delhi.

4. Ram Ahuja (2017): *Research Methods*, Rawat: New Delhi.
  5. Kumar, Ranjit (2011): *Research Methodology: A Step by Step Guide for Beginner*, Sage Publications: London.
  6. McNabb, David E (2017): *Research Methods in Public Administration and Nonprofit Management*, Rutledge: UK.
  7. Miller, G J and Yang, K (Eds.) (2007): *Handbook of Research Methods in Public Administration*, CRC Press: New York.
  8. बी. एल. फाडिया (२०१८): *शोध पद्धतियां*, साहित्य भवन प्रकाशन, नई दिल्ली.
  9. बोधनकर, कुलकर्णी आणि अलोणी (२०१८): *सामाजिक संशोधन पद्धती*, श्री साईनाथ प्रकाशन, नागपूर.
  10. सुधीर भाटकर आणि विनोद निताळे (२०२१): *संशोधन पद्धती*, अथर्व प्रकाशन, जळगाव.
  11. महेन्द्र पाटील(२०२०): *संशोधन पद्धती*, अथर्व प्रकाशन, जळगाव.
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## **ADMINISTRATIVE THINKERS**

### **Course Outcomes:**

1. Acquiring the knowledge of Administrative Thinkers and their contribution to Public Administration.
2. Ability to appraise and update about the developments taking place in the discipline.
3. Capacity to critically evaluate their contributions and give one's own views to contribute to the discipline.

### **UNIT –I**

- a) Henry Fayol: Principles of Administration; Elements of Management.
- b) Frederick Taylor: Scientific Management.
- c) Max Weber: Authority- Traditional, Charismatic and Legal; Model of Bureaucracy- its critique and post-Weberian Developments.

### **UNIT –II**

- a) Mary Parker Follet: Constructive Conflict; Power, Authority and Control.
- b) Elton Mayo: Human Attitudes and Sentiments; Absenteeism in Industries.
- c) Chester Barnard: Theory of Authority; The Executive Functions
- d) Herbert Simon: Decision Making; Behavioural Approach.
- e) Chris Argyris: Maturity- Immaturity Theory

### **UNIT-III**

- a) Fred Riggs: Ecological Approach; Fused, Diffracted and Prismatic Model.
- b) Yehezkel Dror: Models of Public Policy-making; Optimal Model.
- c) Douglas McGregor: Theory X and Theory Y.
- d) Rensis Likert: Linking-pin Model; Management System.
- e) Abraham Maslow: Need Hierarchy.
- f) Frederick Herzberg: Two-Factor Theory.

### **UNIT –IV**

- a) Kautilya: Principles of Administration; Administrative Machinery and *Saptanga* Theory.

- b) Mahatma Gandhi: Concept of Village Swaraj; Gandhi's views on Ethics and Morality.
- c) B. R. Ambedkar: Social Justice as Axial of Public Institutions; Social Democracy as the basis of Democratic Governance; Constitutional Morality as the basis of Governance; State as an Anchor of Development.

**Recommended Readings:**

1. Prasad, Prasad, Satyanarayanav & Pardhasaradh (2022): *Administrative Thinkers*, Sterling, New Delhi.
  2. Anupama Puri Mahajan (2020): *Administrative Thinkers*, Sage Publication, New Delhi.
  3. R. N. Singh (2017): *Management Thoughts and Thinkers*, S. Chand & Co. Ltd., New Delhi.
  4. R.K. Sapru (2013): *Administrative Theories and Management Thought*, PHI, New Delhi.
  5. S. R. Maheshwari (2017): *Administrative Thinkers*, MacMillan, New Delhi.
  6. Sum Sun Nisa Ali (1990): *Eminent administrative Thinkers*, Associate Publishing House, New Delhi.
  7. S. L. Goel (2008): *Administrative and Management Thinkers*, Deep& Deep Publications, New Delhi.
  8. Vijay Aggarwal (2021): *Administrative Thinkers*, Teenage Publishers, Delhi.
  9. नरेंद्र थोरी (२०२०): प्रशासकीय चिंतक, RSBA पब्लिशर्स , जयपूर.
  10. सुरेंद्र कटारिया (2012): प्रशासकीय चिंतक, नशनल पब्लिशिंग हऊस, जयपूर.
  11. श्याम शिरसाठ, जितेंद्र वासनिक आणि भगवानसिंग बैनाडे (2022): प्रशासकीय आणि व्यवस्थापन विचारवंत, विद्या बुक्स, औरंगाबाद.
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## **PERSONNEL AND FINANCIAL ADMINISTRATION**

### **Course Outcomes:**

1. Conceptual clarity regarding personnel administration, its issues, career systems and other terms covering various aspects of personnel administration.
2. Detailed understanding of the Civil Services in India.
3. Knowledge of various aspects of Financial Administration in general and understanding of public budgeting, public financial management strategies in Indian context.
4. Deep understanding of the role of Controller General of Accounts and Comptroller and Auditor General in financial management.

### **(A) PERSONNEL ADMINISTRATION**

#### **UNIT-I**

**Personnel Administration:** Importance of Personnel Administration; Recruitment; Training; Career advancement; Position classification; Discipline; Performance appraisal; Promotion; Pay and Service conditions; Employer-employee relations, Code of conduct; Administrative ethics.

#### **UNIT-II**

**Civil Services in India:** Constitutional position; Structure, recruitment, training and capacity building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance Redressal mechanism; Civil service neutrality; Civil service activism.

### **(B) FINANCIAL ADMINISTRATION**

#### **UNIT-III**

**Financial Administration:** Monetary and fiscal policies; Public borrowings and public debt; Budgets-types and forms; Budgetary process; Financial accountability; Accounts and audit.

#### **UNIT-IV**

**Financial Management :** Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

**Recommended Readings:**

1. Bhayana, S S and Singh S (2016): *Public Personnel and Financial Administration*, New Academics: Jalandhar.
  2. S.A. Palekar (2020): *Public Personnel Administration*, ADB Publishers: Jaipur.
  3. Rabin, Jack; Vocino, Thomas; Hildreth, W Bartley; and Miller, J Gerald (2008): *Handbook of Public Personnel Administration*, Taylor & Francis: United Kingdom.
  4. Second Administrative Reforms Commission (2010): *Refurbishing of Personnel Administration - Scaling New Heights* - 10th Report, Government of India: New Delhi.
  5. Stahl, O Glenn (1977): *Public Personnel Administration*, Oxford and IBH Publishing: New Delhi.
  6. Goel, S. L. and Shalini Rajneesh (2002): *Public Personnel Administration*, Deep & Deep Publications: New Delhi.
  7. Mahajan, Sanjeev Kumar and Mahajan, Anupama Puri (2021): *Financial Administration in India*, PHI Learning: New Delhi.
  8. Thavaraj, M J K (2008): *Financial Administration in India*, Sultan Chand: Delhi.
  9. Goel, S. L. (2012): *Public Financial Administration*, Deep & Deep Publications, New Delhi.
  10. Chand, P (2010): *Control of Public Expenditure in India*, Allied Publishers: New Delhi.
  11. सुरेंद्र कटारिया (2021): *कार्मिक प्रशासन*, RSBA प्रकाशन, जयपूर.
  12. पी. जी. चव्हाण (1982): *कर्मचारी आणि वित्तीय प्रशासन*, शारदाप्रकाशन, नांदेड.
  13. के. आर. बंग ( २०१५): *कर्मचारिवर्ग प्रशासन*, विद्याबुक्स, औरंगाबाद.
  14. के. आर. बंग ( २०१५): *वित्तीय प्रशासन*, विद्या बुक्स, औरंगाबाद.
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M. A. Part-I (Public Administration) Second Semester

**MPA2T03: (Mandatory)**

## **HUMAN RESOURCE MANAGEMENT**

**Course Outcomes:**

1. The paper attempts to make the students aware of the concepts and major areas of Human Resource Management with reference to India.
2. The paper attempts to familiarize the students with the concept of Public Personnel Administration covering the concepts like recruitment, Training and Development.
3. The students would be able to understand employee development strategies, various

aspects of Human Resource Development, rules of service, code of conduct and ethics, disciplinary action, negotiation machinery etc.

### UNIT-I

**Introduction:** Meaning, Nature, objectives, Scope and significance of Human Resource Management (MRM); HRM- A Historical Perspective; Principles of HRM; HRM Planning- Need, Importance and Process; Aspects of HRM Planning- Job analysis, Job description and Job specification.

### UNIT-II

HRM Recruitment- Essentials, Sources, and Steps in recruitment; Civil service recruitment in India; Recruitment Agencies in India: Placement and Promotion; HRM Training- Objectives, Types, Methods and Steps; Civil service in India: Performance appraisal practices and Capacity Building.

HRM Motivation- Remuneration in Public service, Role of Pay commissions, Types of Incentives, Employee benefits and Pension Scheme.

#### Recommended Readings:

1. K. Aswathappa (2018): *Human Resource Management*, Tata McGraw Hill, New Delhi.
2. Pravin Durai (2020): *Human Resource Management*, Pearson, New Delhi.
3. Gary Dessler & Biju Varrkey (2020): *Human Resource Management*, Pearson, New Delhi.
4. V. S. P. Rao (2010): *Human Resource Management*, Excel Books, New Delhi.
5. E. A. Ramaswamy (2000): *Managing Human Resources*, OUP, New Delhi.
6. मामोरीया, चतुर्भुज, पंडित, कामेश्वर एवं रैना, प्रीती (२०१९): *मानव संसाधन प्रबन्ध*, साहित्य भवन प्रकाशन, नई दिल्ली.
7. अन्सारी, ए. ए. (2021): *मानव संसाधन प्रबंध*, सपना अशोक प्रकाशन, वाराणसी.
8. अग्रवाल, आर.सी. एवं सुरेश फौजदार (2020) : *मानव संसाधन प्रबन्ध*, SBPD पब्लीशिंग हाउस, आग्रा.
9. सूरकार, अनिल आणि महावादीवार, अनिता (2019): *मानव संसाधन व्यवस्थापन*, साई जोती प्रकाशन, नागपूर.
10. कानेटकर, मेधा आणि पाटील मिलिंद (2019): *मानव संसाधन व्यवस्थापन*, श्री साईनाथ प्रकाशन, नागपूर.
11. पाटील आणि बोबडे (2017): *मानव संसाधन व्यवस्थापन*, अथर्व प्रकाशन, जळगाव.
12. हरकाळ आणि चौधरी (2015): *मानव संसाधन व्यवस्थापन*, विद्या बुक्स, औरंगाबाद.

## **DISASTER MANAGEMENT AND ADMINISTRATION**

### **Course Outcomes:**

1. This paper seeks to make the student of Public Administration aware about different types of disasters and their management in India.
2. An understanding of the strategies, leadership and management skills required for disaster management.
3. Acquaintance about the organizational framework of Disaster Management in India as well as lessons learnt from the incidents.
4. Awareness about the Management Disaster Risk Reduction as well as Disaster Management Training.

### **UNIT-I**

**Disaster:** Concept and Dimensions; Natural Disasters- Earthquakes, Volcanic Eruptions, Floods, Cyclones, Climate Change; Man-made Disasters- Anthropogenic, Soil degradation, Desertification, Deforestation; Disaster Management Act 2005 & 2009; National Management Plan 2016 & 2019; Organisational Framework for Disaster Administration in India at the Union, State and Local levels (including Nodal Agency, National Disaster Management Authority, State Authority)

### **UNIT-II**

Role of Information and Communication Technology Systems in Disaster Management; Interstate and International Cooperation for Disaster Management; Role of NGOs and Army in Disaster Management; Disaster Risk Reduction- Sustainable Development Disaster Preparedness; Relief and Rehabilitation; Disaster Management Training

### **Recommended Readings:**

1. Asian Development Bank (1991): *Disaster Mitigation in Asia and the Pacific*, ADB: Manila.
2. R. Subramanian (2018): *Disaster Management*, Vikas Publishing House, New Delhi.
3. Sulphrey M. M. (2016): *Disaster Management*, PHI Learning Private Limited, New Delhi.
4. Dhawan, Nidhi Gauba and Khan, Ambrina Sardar (2012): *Disaster Management and Preparedness*, CBS Publications: New Delhi.

5. Kumar, Rajesh (2018): *E-Governance and Disaster Management*, Gen Next Publications: New Delhi.
  6. Monappa, K C (2004): *Disaster Preparedness*, Akshay Public Agencies: New Delhi.
  7. Narayan, B (2009): *Disaster Management*, APH Publishing Corporation: New Delhi.
  8. Nayak, Shailesh abd Siri Zlatanova (Eds.) (2008): *Remote Sensing and GIS Technologies for Monitoring and Prediction of Disasters*, Springer: Berlin.
  9. Palanivel, K; Saravanavel, J; and Gunasekaran, S (2015): *Disaster Management*, Allied Publishers: New Delhi.
  10. Sharma, Vinod K (2013): *Disaster Management*, Medtech: New Delhi.
  11. Agrahari, Ravi (2022): *Environmental Ecology, Biodiversity, Climate Change and Disaster Management*, McGraw Hill, New Delhi.
  12. प्रीती पोहेकर (२०१९): *भारतातील आपत्ती व्यवस्थापन व प्रशासन*, सेज: मुंबई.
  13. संभाजी खराट (२०१२): *आपत्ती व्यवस्थापन*, प्रतिमा प्रकाशन: पुणे.
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M. A. Part-I (Public Administration) Second Semester

**MPAITE05: (Elective)**

## **PANCHAYATI RAJ**

### **Course Outcomes:**

1. Acquiring the theoretical knowledge and understanding of the evolution and growth of Panchayati raj institutions.
2. Gaining insights about composition, role and functions, finances of Panchayati raj institutions.
3. Connecting the role and relationships of Panchayati Raj Institutions (PRIs) with other institutions and highlights the important issues in it.
4. Understanding of Rural Well-being and Rights based Legislative Design.

### **UNIT-I**

**Introduction:** Evolution and Growth of rural local governance in India focusing on constitutional provisions; community development program and committees and commissions on panchayati raj constituted by the Government of India; 73rd Constitutional Amendment Act; Panchayat (Extension to the Scheduled Areas) Act, 1996 (PESA).



## UNIT-II

**Panchayati Raj Institutions** (with special reference to Maharashtra): Gram Sabha– composition, functions and role; Gram Panchayat– composition, functions and role; Panchayat Samiti– composition, functions and role; and Zila Parishad- composition, functions and role.

Panchayati Raj in Action-Panchayati Raj in West Bengal, Kerala, Karnataka, Uttar Pradesh and Madhya Pradesh

## UNIT-III

**Institutional Framework for PRIs:** District Rural Development Agency; District Planning Committee; State Election Commission; State Finance Commission.

**Issues:** Panchayati Raj Finance; Devolution of powers, functions and Activity Mapping; Panchayati Raj Bureaucracy in Rural Development.

## UNIT-IV

**Rural Well-being and Rights-based Legislative Design:** Mahatma Gandhi National Rural Employment Guarantee Act; National Rural Health Mission; Pradhan Mantri Gram Sadak Yojana; Deendayal Antyodaya Yojana- National Mission for Rural Livelihoods (DYA-NMRL); Pradhan Mantri Awaas Yojana- Graamin (PMAY-G); National Social Assistance Programme; Saansad Adarsh Gram Yojana.

### Recommended Readings:

1. S.R. Maheswari (2020): *Local Government in India*, Lakshmi Narain Agarwal, Agra.
2. Jitendra Wasnik (2020): *Panchayats at Work*, Authors press, New Delhi.
3. Jitendra Wasnik (2020): *Rural Development Administration in India*, HSRA Publications, Bangalore.
4. Y. S. Sisodia, A. Bhat & T. K. Dalpati ( 2018): *Two Decades of Panchayati Raj in India- Experience, Issues, Challenges and Opportunities*, Rawat Publications, Jaipur.
5. Kuldeep Mathur (2013): *Panchayati Raj*, Oxford University Press, New Delhi.
6. S. L. Goel and Shalini Rajneesh (2009): *Panchayati Raj in India- Theory and Practice*, Deep & Deep Publications, New Delhi.
7. Rakesh Hooja and Sunil Dutt (2010): *Fifty years of Panchayati Raj and Decentralized Development*, IIPA, New Delhi.
8. Singh Katar (2009); *Rural Development: Principles, Policies and Management*, New Delhi; Sage Publication.

9. Singh Satyajit & Pradeep Sharma (ed.) (2007): *Decentralization: Institutions and Politics in Rural India*, New Delhi; Oxford University Press.
  10. M. Aslam (2010): *Panchayati Raj in India*, National Book Trust, New Delhi.
  11. Surat Singh and Mohinder Singh (Eds.) (2006): *Rural Development Administration in 21st Century: A Multi-Dimensional Study*, New Delhi: Deep & Deep Publications.
  12. L. C. Jain (2005): *Decentralization and Local Governance*, Orient Longman, New Delhi.
  13. Vinod Vyasulu (2003): *Panchayats, Democracy and Development*, Rawat Publications, New Delhi.
  14. श्याम शिरसाठ आणि भगवानसिंग बैनाडे (२०१४): *पंचायती राज आणि नागरी प्रशासन*, विद्या बुक्स, औरंगाबाद.
  15. कुमार अग्रवाल (2018): *भारत में पंचायती राज*, प्रभात प्रकाशन, दिल्ली.
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M. A. Part-I (Public Administration) Second Semester

**MPA1TE06:** (Elective)

## **URBANLOCAL GOVERNANCE IN INDIA**

### **Course Outcomes:**

1. Knowledge of the evolution and growth of urban local bodies in India.
2. Understanding about the composition, role, functions, and finances of urban local bodies.
3. Gaining insights about Urban Town Planning and associated problems.
4. Understanding the new concepts in the field of Urban Development.

### **UNIT-I**

**Introduction:** Municipal Governance- Evolution; Meaning and Significance of Urban Local Government; Features, Problems and Challenges of Urbanization in India; 74th Constitutional Amendment-Salient Features and its Critique.

### **UNIT-II**

**Organizational Framework for Urban Governance:** Structure, Composition and Functions of Metropolitan Committees, Municipal Corporations, Municipal Councils, Cantonment Boards and Nagar Panchayats; Special Purpose Urban Authorities; District Planning Committee; Municipal Planning Committee.

### UNIT-III

**Issue Areas in Urban Governance:** Rural-Urban relations; Globalization and Urban governance; Municipal Personnel System; Municipal Finances; Sources of Finance of Municipal Bodies; Urban Governance in Action- Chennai, Mumbai, Kolkata and Delhi

### UNIT-IV

Urban (Town) Planning; Ministry of Housing & Urban Affairs, Urban Poverty Alleviation initiatives; Urban Development Authorities- Housing and Urban Development Corporation (HUDCO) and City and Industrial Development Corporation (CIDCO); Urban Development Schemes/Programmes-SMART Cities, Atal Mission for Rejuvenation and Urban Transformation (AMRUT), Deendayal Antyodaya Yojana- National Urban Livelihoods Mission (NULM).

#### Recommended Readings:

1. S.R. Maheswari (2020): *Local Government in India*, Lakshmi Narain Agarwal, Agra.
2. R. K. Pandey, Bidyut Chakrabarty (2018): *Local Governance in India*, Sage Publications, New Delhi.
3. Pardeep Sachdeva (2011): *Local Government in India*, Pearson, Delhi.
4. Bhatnagar K. K. and K.K. Gadeock (2007): *Urban Development and Administration*, New Delhi: Rawat Publications.
5. Nishith Raj and Richa Varmani (2007): *Urban Governance in India: Challenges and Prospects*, New Delhi: New Royal Book Company.
6. Rao C. Nagaraj and G. Sai Prasad (2007): *Accountability of Urban Local Governments in India*, New Delhi: Atlantic Publishers.
7. Sivaramakrishnan K.C., Amitabh Kundu and B.N. Singh (ed.) (2007): *The Oxford Handbook of Urbanization in India*, New Delhi, Oxford University Press.
8. Neerja Gopal Jayal, Amit Prakash and Pradeep K. Sharma (2007): *Local Governance in India Decentralization and Beyond*, Oxford University Press, New Delhi.
9. Pranab Bardhan and Dilip Mookherjee (ed), (2007): *Decentralization and Local Governance in Developing Countries: A Comparative perspective*, Oxford University Press, New Delhi.
10. Jain L.C. (ed.) (2005): *Decentralization and Local Governance*, New Delhi, Orient Longman.
11. श्याम शिरसाठ आणि भगवानसिंग बैनाडे (२०१४): *पंचायतीराज आणि नागरी प्रशासन*, विद्या बुक्स, औरंगाबाद.

## **INTERNATIONAL ADMINISTRATION**

### **Course Outcomes:**

1. Understanding the importance of international organisations at the global and regional level including specialized agencies will be studied and their role and working critically understood in light of their effectiveness in influencing the national policy agendas.
2. Understanding the structure and working of International Organizations and their Role and Functions in Contemporary times.
3. A focused and critical study of various institutions and agencies will provide a deep understanding about their working and role.

### **UNIT-I**

**Role of International Organisations in Development:** Rationale and Overview of the global scenario; United Nations- Genesis and Evolution; Issues in performing its role; UN structure- Organisation, Functions and Working of General Assembly, the Security Council, the Secretariat, International Court of Justice and the Economic and Social Council

### **UNIT-II**

**Specialized Agencies of the United Nations:** Organisational Structure, functions/ programmes and working of United Nations Educational Scientific and Cultural Organisation (UNESCO); UNICEF; World Health Organisation (WHO); International Labour Organisation (ILO); United Nations Development Programme (UNDP); United Nations Environment Programme (UNEP), Food and Agricultural Organisation (FAO)

### **UNIT-III**

**Regional Organisations:** Organisational structure, functions, role and issues in working of South Asian Association for Regional Cooperation (SAARC); Association of Southeast Asian Nations (ASEAN); Asia-Pacific Economic Cooperation (APEC); G-20; and European Union

### **UNIT-IV**

**International Economic Organisations:** Organisational structure, functions, role and issues in working of WTO (World Trade Organisation); World Bank (WB); International Monetary Fund (IMF); and Asian Development Bank (ADB).

**Recommended Readings:**

1. Brian Frederick (2015): *Politics of Global Governance: International Organizations in an Interdependent World*, Lynne Rienner Publishers Inc., United States.
  2. H. O. Agarwal (2021): *International Organisations*, Central Law Publications, New Delhi.
  3. Annan, Kofi (2000): *We the Peoples: The Role of the United Nations in the 21st Century*, New York: United Nations.
  4. Archer, Clive (2001): *International Organisation*, London: Rutledge.
  5. Armstrong, David, et.al. (2004): *International Organisation in World Politics*, London: Palgrave.
  6. Cronin, Bruce and Ian Hurd (eds.) (2008), *The UN Security Council and the Politics of International Authority*, New York: Rutledge.
  7. Dimitris Bourantonis (2005): *The History and Politics of UN Security Council Reform*, London: Rutledge.
  8. Rugman, Alan M. and Gavin Boyd (2001): *The World Trade Organization in the New Global Economy*, Northampton: Edward Elgar Publishing Limited.
  9. जे. सी. जोहरी (2021): *आंतरराष्ट्रीय संगठना*, SBPD प्रकाशन, दिल्ली.
  10. कुलदीप फाडीया (२०१९): *आंतरराष्ट्रीय संगठना*, साहित्य भवन, नई दिल्ली.
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M. A. Part-I (Public Administration) Second Semester  
MPA2TE08: (Elective)

**E-GOVERNANCE****Course Outcomes:**

1. Gaining theoretical understanding about the concept, theory and models of e-governance.
2. Understanding the growth of e-governance in India.
3. Analyse the important issues and challenges for e-Governance in India.
4. Awareness of various e-governance initiatives undertaken by Indian States.

**UNIT-I**

**Introduction:** Governance in Digital Age -Introduction of Information and Communication Technology (ICT) in administration; Concepts and Components of ICT; Meaning, Scope and Importance of E-Governance; Evolution of E-Governance; e-Governance Initiatives in the area of Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G).

### UNIT-III

Growth of e-Governance in India; IT Act- 2000 (ICT Act and its important features); Ministry of Electronics and Information Technology; Information Security; Cyber Security.

### UNIT-III

**Issues and Challenges for e-Governance:** e-Readiness; Digital Divide; e-Waste; Capacity Building for e-governance; Adaptation of Technology and Administrative Reforms.

E-Governance- Critical Factors (Technology, People, Process, Resources, Infrastructure, Nature of PPP models)

### UNIT-IV

**Case Studies:** Bhoomi (Karnataka); e-Seva (Andhra Pradesh); e-Literacy-‘Akshaya’ (Kerala); e-District project (Automizing District Administration); e-Governance initiatives in Maharashtra; Electronic Citizen Services: A Comparative Outlook;

#### Recommended Readings:

1. Sangita Dhal (2021): *E-governance and Citizen Engagement: New Directions in Public Administration*, Sage Publications, New Delhi.
2. Bhatnagar, S C (2004): *E-Government: From Vision to Implementation*, Sage: New Delhi.
3. C.S.R. Prabhu (2004): *E-Governance-Concepts and Case Studies*, Prentice Hall of India: New Delhi.
4. Milakovich, Michael E. (2012): *Digital Governance- New Technologies for improving Public Service and Participation*, Rutledge: New York.
5. Pardhasaradhi, Y. (2009): *E-Governance and Indian Society*, Kanishka: New Delhi.
6. Satyanarayana, J. (2006): *E-Government*, PHI: New Delhi.
7. Sodhi, Inderjeet Singh (2015): *Trends, Prospects and Challenges in Asian E-Governance*, IGI Global: Hershey, PA, USA.
8. Sodhi, Inderjeet Singh (2017): *E-Governance in India*, University Book House: Jaipur.
9. Reddy, Urmila (2012): *E-Governance in India- New Trends in Public Administration*, LAP Lambert Academic Publishing Co., Germany.
10. उर्मिला रेड्डी (२०१९): ई-प्रशासन, विद्या बुक्स, औरंगाबाद.
11. सुभाष भटनागर, ई-गव्हर्नमेंट, डायमंड प्रकाशन, पुणे, (२०१०) अनु. (सुहासिनी खेर)

**Internship/Apprenticeship**

The students shall undergo on-job training (internship/apprenticeship) for 3 to 4 weeks in semester-II of the programme. They shall spend the said period in the institution to upgrade themselves for skill development, and the report and certificate of the same has been submitted to the Head of the Department. The students must complete (OJT): Internship/Apprenticeship of 4 credits during summer break after completion of the second semester of the first year. The student will have to undertake the internship in the subsequent week after the completion of his/her theory examination. The internship/apprenticeship must be completed within three to four weeks of its commencement. The students must confirm their internship/apprenticeship with the letter of confirmation. They shall prepare and submit the comprehensive report of internship they undergo on day to day basis. The report submitted to the Department shall carry 60 marks and the internal assessment (include presentation of the report and viva-voce) on the same will carry 40 marks.

The students shall be sent to them in a single batch or in groups of suitable size to gain, the first-hand knowledge and experience of the working of Government or Private offices/Institutions. This exercise will be conducted under the supervision and guidance of the concerned officers working in different departments of the Office/Institutions. In which the student will spent the time at the offices/Institutions to understand the administrative procedures, functioning, administrative problems and hurdles, accounting procedures, financial problems, training & capacity building, case studies of various departments, best practices etc.

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**MPA2FP10: FIELD PROJECT**

Regarding Field Project, the students shall conduct field project on the issue which the Head of the Department deem relevant to administration and society in general. They shall conduct survey on the field, collect data and make interpretation and analysis of the same. They must come up with some convincing conclusions and recommendations. They shall submit the project report to the Head of the Department before the commencement of the theory examination of the semester concerned. The Field Project shall be of 12,000 to 15,000 words. The topic for the Field Project will have to be approved and research has to be conducted under the supervision of faculty of the Department of Public Administration. A copy of the Field Project duly certified by the Supervisor shall be submitted to the Department.

Evaluation of the field project will be made out of 100 marks on the basis of field survey carried out, submission of report, presentation of the report and viva-voce. The field survey and report submission will carry 60 marks and presentation and viva-voce will carry 40 marks.

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## **SOCIAL WELFARE ADMINISTRATION IN INDIA**

### **Course Outcomes:**

1. Understanding of the overall idea of Social Welfare Administration.
2. The endeavour is to make the student understand the multidisciplinary nature of the subject of Public Administration and the relationship between Sociology and Public Administration.
3. The students will be apprised about the basic concepts of social structure, social change in contemporary Indian Society and social tensions and their relevance in the field of Public Administration.

### **UNIT-I**

**Social Welfare Administration:** Meaning, Nature, Scope and Significance; Concept of Social Justice and Social Security; Concept and significance of Social Inclusion and Reservation Policy; Evolution and Growth of Social Welfare in India.

### **UNIT-II**

**Social Change:** Concept; Sources; Resistance- Social Change in Contemporary Indian Society; Social Tensions and Resolutions- Communalism, Regionalism, Violent Class and Caste Struggle

### **UNIT-III**

**Social Policy and Legislation in India:** An Overview with special focuses on SDGs, Reservation for SC, ST and OBC: Critical Analysis of Policy and Administration; Protection of Women from Domestic Violence Act, 2005; The Juvenile Justice (Care and Protection of Children) Act, 2013; Importance of Gender Sensitization.

### **UNIT-IV**

**Union Ministry of Social Justice and Empowerment:** An Analysis of Provisions and Implementation Structures for Social Policy; Major programmes implemented State Social Welfare Department Central Social Welfare Board; State Social Welfare Board.

### **Recommended Readings:**

1. Sisodia Y. & Dalpati T. K. (2021): *Social Inclusion of Marginalised in India- State Policies and Challenges*, Rawat Publications, Jaipur.

2. Shradha Chandra (2017): *Social Welfare Administration in India*, Lulu Press, North Carolina, United States.
  3. D.R. Sachdeva (2018): *Social Welfare Administration in India*, Kitab Mahal, Allahabad.
  4. Sanjoy Roy (2016): *Social Welfare Administration: Development & Prospects*, Discovery Publishing Pvt. Ltd., New Delhi.
  5. V. Jaganadhan (1980): *Social Administration– Development and Change*, IIPA, New Delhi.
  6. S. L. Goel and R. K. Jain (1988): *Social Welfare Administration*, vol. I& II, Deep & Deep Publications, New Delhi.
  7. T. N. Chaturvedi and S.K. Chandra (1980): *Social Administration Development and Change*, IIPA, New Delhi.
  8. D.P. Chowdhry (1992): *Social Welfare Administration*, Atma Ram & Sons, Delhi.
  9. Mohinder Singh (ed.) (1996): *Social Policy and Administration in India*, M.D. Publications, New Delhi.
  10. Praveen Yogi (2000): *Social Justice and Empowerment*, Kalpaz Publication, New Delhi.
  11. Dolly Arora (2005): *Social sector Development*, IIPA, New Delhi.
  12. Bulsara, J.F. & Verma (2006). *Perspective in Social Welfare in India*. New Delhi: S. Chand & Co. Chowdhary,
  13. D.P. (1976). *Social Welfare Administration*. Delhi: Atma Ram and Sons.
  14. Kuppuswamy, B. (2006): *Social Change in India*, Delhi: Konark Publisher Pvt. Ltd.
  15. सुरेंद्र कटारिया (2021): *सामाजिक प्रशासन*, RBSA प्रकाशन, जयपूर.
  16. तेजस्कार पांडेय और बालाश्वर पांडेय (2019): *सामाजिक कल्याण प्रशासन*, रावत प्रकाशन, जयपूर.
  17. लक्ष्मण कोतापल्ले (२००९): *भारतातील सामाजिक कल्याण प्रशासन*, विद्या बुक्स, औरंगाबाद.
  18. डी. आर. सचदेव (२०१०): *भारतातील समाजकल्याण प्रशासन*, के' सागर प्रकाशन, पुणे. (अनुवाद)
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M. A. Part-II (Public Administration) Third Semester

**MPA3T02: (Mandatory)**

## **COMPARATIVE AND DEVELOPMENT PUBLIC ADMINISTRATION**

### **Course Outcomes:**

1. Students will be equipped with the knowledge and conceptual clarity of approaches, indices, and models of comparative Public Administration.
2. Clarity of Administrative systems and their accountability mechanisms of UK, USA, France and Japan.
3. Acquire knowledge about development administration and its related issues.
4. Students will be able to expose to the core area of Development Administration, besides being offered opportunities for pursuing individual applied areas of interest through elective courses.

### **A. COMPARATIVE PUBLIC ADMINISTRATION**

#### **UNIT-I**

**Introduction:** Nature, Scope, Characteristics and Importance of Comparative Public Administration (CPA); Evolution of CPA; International Comparative Public Administration; Critique of Comparative Public Administration; Approaches to CPA- Bureaucratic Approach, General Systems Approach, Decision Making Approach, Ecological Approach

#### **UNIT-II**

Contribution of F. W. Riggs: Structural-Functional Approach, Theory of Prismatic Society, Development Models; Comparative Administrative Systems- Classical Administrative System–France; Developing Administrative System–India; Developed Administrative Systems–USA and UK; Modern Administrative Systems–Japan and Korea

### **B. DEVELOPMENT ADMINISTRATION**

#### **UNIT-III**

**Introduction:** Concept of development; Nature, Scope and Elements of Development Administration; Goals and Challenges of Development Administration; Models of Development Administration: Sustainable Development, Human Development & Inclusive Development

## UNIT-IV

**Development Dynamics:** Changing profile of development administration; 'Anti-development thesis'; Bureaucracy and development; Strong State versus the market debate; Impact of liberalization on administration in developing countries; Women and development the self-help group movement.

### Recommended Readings:

1. Anupama P. Mahajan (2022): *Comparative Public Administration*, Sage Publication: New Delhi.
2. Arora R. K. (2021): *Comparative Public Administration*, New Age International Publishers: New Delhi.
3. Arora, R K and Sharma, S (Eds.) (1992): *Comparative and Development Administration: Ideas and Actions*, Arihant Centre for Administrative Change: Jaipur.
4. Dahiya, Sewa Singh and Singh, Ravindra (2014): *Comparative Public Administration*, Sterling Publishers: New Delhi.
5. Chandler, J.A. (2014): *Comparative Public Administration*, Rutledge, UK.
6. Farazmand, A (Ed.) (2001): *Handbook of Comparative and Development Public Administration*, Marcell Dekker: New York.
7. Heady, Ferrel (2001): *Public Administration: A Comparative Perspective*, Marcel Dekker: New York.
8. Riggs, F W (1961): *The Ecology of Public Administration*, Asia Publishing House: Bombay.
9. Riggs, F W (1964): *Administration in Developing Countries: The Theory of Prismatic Society*. Houghton Mifflin Co.: Boston.
10. Irwing Swederlow (1963): *Development Administration: Concepts and Problems*, Syracuse University Press, Syracuse (New York).
11. Anupama Puri Mahajan (2019): *Development Administration in India*, Sage Publications: New Delhi.
12. Jitendra Wasnik & Shyam Shirsath (2019): *Development Administration-Dynamics and Challenges*, Authors press: New Delhi.
13. Barnett, A. Doak and Riggs, Fred Warren (1970): *Frontiers of Development Administration*, Duke University Press: USA.
14. Palekar, S A (2012): *Development Administration*, PHI Learning: New Delhi.
15. Sapru, R K (2015): *Development Administration*, Sterling: New Delhi.
16. Mohit Bhattacharya (2011): *Social Theory and Development Administration*, Jawahar Publishers,

New Delhi.

- 17.R.K. Sapru & Y. Sapru (2021): *Development Administration: Trend towards Development Management*, Sterling: New Delhi.
  - 18.Ratnakar Gaikwad (2021): *Initiatives in Development Administration*, YASHADA, Pune.
  - 19.पुरी, के. के. एवं बरारा, जि. एस. (2013): भारतमें विकास प्रशासन, भारत प्रकाशन, जालंधर.
  - 20.के. आर. बंग (२०११): विकास प्रशासन, विद्याबुक्स, औरंगाबाद.
  - 21.सुरेंद्र कटारिया (2020): तुलनात्मक लोक प्रशासन, RBSA प्रकाशन, जयपूर.
  - 22.टी. एन. चतुर्वेदी (1994): तुलनात्मक लोकप्रशासन, कॉलेज बुक डेपो, जयपूर.
  - 23.आर. ए. तिजारे आणि एम. पी. कुलकर्णी (१९८०): तुलनात्मक प्रशासन, मंगेश प्रकाशन, नागपूर.
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M. A. Part-II (Public Administration) Third Semester

**MPA3T03: (Mandatory)**

## **ADMINISTRATIVE ETHICS AND GOVERNANCE**

### **Course Outcomes:**

1. An understanding about the philosophy of ethics with special reference to ethics in Public life and accountability of Public services.
- 2.Capacity to logically and effectively communicate on ethics and governance.

### **UNIT I**

**Ethics:** Concept and Significance; Importance of Ethical Values in Public Life; Civil Service Neutrality and Anonymity; Significance of Ethical and Moral Values in Governance; Code of Ethics and Code of Conduct for Civil Services in India.

### **UNIT-II**

**Probity in Governance:** Corruption- Concept and Causes and Mechanism for Fighting Corruption; Information Sharing and Transparency in Governance- Right to Information, Citizen's Charters, Work Culture, Quality of Service Delivery, Utilization of Public Funds.

### **Recommended Readings:**

1. Arora, R K (2008): *Ethics in Governance: Innovations Issues and Instrumentalities*, Rawat Publications: Jaipur.
2. Arora, Ramesh K (Ed.) (2014): *Ethics, Integrity and Values in Public Service*, New Age

International: New Delhi.

3. Chakraborty, Bidyut (2016): *Ethics in Governance in India*, Rutledge: New Delhi.
  4. Chaturvedi, T N (Ed.) (1996): *Ethics in Public Life*, IIPA: New Delhi.
  5. Godbole, M (2003): *Public Accountability and Transparency: The Imperatives of Good Governance*, Orient Longman: New Delhi.
  6. Terry L. Cooper (1994): *Handbook of Administrative Ethics*, Marcel Dekker Inc, New York.
  7. Hooja, R (2008): *Corruption, Ethics and Accountability: Essays by an Administrator*, IIPA: New Delhi.
  8. Mathur, B P (2014): *Ethics for Governance: Reinventing Public Services*, Routledge Taylor and Francis Group: New Delhi.
  9. Sawshilya, A (2012): *Ethics and Governance*, Pearson Education: New Delhi.
  10. Second Administrative Reforms Commission (2007) *Ethics in Governance*, Government of India: New Delhi.
  11. Sharma, P D (2017): *Ethics, Integrity and Aptitude*, Rawat Publications: New Delhi.
  12. Sheeran, P J (2006): *Ethics in Public Administration – A Philosophical Approach*, Rawat: Jaipur.
  13. Upadhyay, Ranvijay (2018): *Ethics, Integrity and Aptitude in Governance*, Sage Publications: New Delhi.
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M. A. Part-II (Public Administration) Third Semester

**MPA3T04:** (Mandatory)

## **RECENT TRENDS IN PUBLIC ADMINISTRATION**

### **Course Outcomes:**

1. Understand the concepts, theories, and approaches in Governance.
2. Analyse the Models and Techniques of Governance.
3. Understand the recent trends and discourses in the field of Governance.

### **UNIT-I**

Reinventing Government; From Administration to Governance- State, Market and Civil Society; Models and Theories of Governance; New Public Management; Public Choice Approach; Corporate Governance; Neo-Liberalism and Rolling Back of State.

## UNIT-II

Good Governance; E-governance; M-governance; Collaborative Governance; Regulatory Governance; Cybernetic Governance; Experimentalist Governance; Climate Change Governance; Participatory Governance; Democratic Governance; Privacy Governance; Global Governance; Governmentality (Michel Foucault)

### Recommended Readings:

1. David Levi-Faur (Ed) (2012): *The Oxford Handbook of Governance*, Oxford University Press, New York.
  2. Mohit Bhattacharya (2018): *New Horizons of Public Administration*, Jawahar Publishers, New Delhi.
  3. Rumki Basu (2019): *Public Administration-Concepts and Theories*, Sterling Publishers, New Delhi.
  4. B. L. Fadia & Kuldip Fadia (2020): *Public Administration*, Sahitya Bhawan Publications, Agra.
  5. Dhameja, Alka (ed.) (2003): *Contemporary Debates in Public Administration*, New Delhi: Prentice-Hall India.
  6. Medury, Uma (2018): *Public Administration in the Globalization Era*, New Delhi; Orient Blackswan.
  7. G. Burchell, C. Gordon and P. Miller (Ed) (1991): *The Foucault Effect-Studies in Governmentality*, The University of Chicago Press, Chicago.
  8. अवस्थी एवं महेश्वरी (२०२०): *लोकप्रशासन*, लक्ष्मि नारीन अगरवाल, नई दिल्ली.
  9. एम. लक्ष्मिकांत (२०१२): *लोकप्रशासन*, टाटा मच्छाहिल, नई दिल्ली.
  10. सुरेंद्र कटारिया (२०१९): *लोकप्रशासन*, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर.
  11. पी. बी. पाटील (२०१८): *लोक प्रशासन*, फडके प्रकाशन, कोल्हापूर.
  12. पी. एम. बोरा आणि श्याम शिरसाठ (2013): *लोक प्रशासन*, विद्या बुक्स, औरंगाबाद.
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M. A. Part-II (Public Administration) Third Semester

**MPA3TE05:** (Elective)

## **CIVIL SERVICES IN INDIA**

### **Course Outcomes:**

1. Understand the concepts, evolution and significance of Civil Services in India.
2. Examine the Constitutional Status of Civil Service.
3. Evaluate the Technological advances in the Changing Nature of Civil Service.
4. Understand Civil Services under Globalisation.

### **UNIT-I**

**Introduction:** Concept, Evolution and Significance of Civil Services; Classification of Civil Services in India; Constitutional Status

### **UNIT-II**

**Bureaucracy in Changing Times:** Weberian Bureaucracy under Challenge – Pandemic Era; Civil Service: Neutrality; Relationship between Politician and Civil Servants; Civil Service Reforms

### **UNIT-III**

**Personnel Administration:** Recruitment; Training; Promotion; Disciplinary Procedure

### **UNIT-IV**

**Civil Services - Citizenry Interface:** Civil Society and Administration; Technology in Public Services; Ethics and Accountability; Civil Service under Globalisation; Issues before the Civil Servants

### **Recommended Readings:**

1. S.K. Das (2013): *The Civil Services in India*, Oxford University Press, New Delhi.
2. Goel, S.L and Rajneesh, Shalini (2003), *Public Personnel Administration*, Deep & Deep, New Delhi.
3. Government of India, Second ARC, Tenth Report on 'Refurbishing of Personnel Administration'
4. Jack Robin, et al (eds) (1994), *Handbook of Public Personnel Administration*, Taylor & Francis, New York.
5. Jain, R.B. (1994), *Aspects of Personnel Administration*, IIPA, New Delhi.
6. Maheswari Sriram (2005), *Public Administration in India: The higher Civil Service*, Oxford University Press, New Delhi.
7. Stahl O. Glenn (1983), *Public Personnel Administration*, Harper & Row.



M. A. Part-II (Public Administration) Third Semester  
**MPA3TE06: (Elective)**  
**PUBLIC RELATIONS AND GOVERNANCE**

**Course Outcomes:**

1. The students will be able to understand how public relations are important to maintain good relations with the public.
2. The students will be able to acquire knowledge about the tools and techniques of public relations for better interface between citizens and administration.

**UNIT-I**

**Introduction:** Meaning and Nature, Importance of Public Relations in Modern Context.

**UNIT-II**

Public Relations Theory- Exchange Theory, Conflict Theory and Structural-functional Theory; Grunig's Symmetrical Model of Public Relations

**UNIT-II**

**Public Relations and other related Concepts:** Public Relations-Publicity and Propaganda; Public Relations- Legislative Relations and Press Relations.

**UNIT-III**

Techniques of Public Relations; Public Relations and Personality; Language Fluency; Public Relations Officer- functions, role and responsibility, Qualities for good Public Relations Officer

**Recommended Readings:**

1. Michael Puthenthara, *Public Relations: Principles and Practices*, Notion Press, New Delhi, 2021.
2. Jaishri Jethwaney and N.N Sarkar, *Public Relations Management*, Sterling Publishers, New Delhi, 2015.
3. Surumi Salim, *Public Relations: The Fundamentals*, Notion Press, New Delhi, 2021.
4. J.V. Vilanilam, *Public Relations in India: New Tasks and Responsibilities*, Sage, New Delhi, 2011.
5. Shrutika Kasar, *Public Relations*, Mohit Publication, NewDehli, 2004.
6. Philip Lesly, *Hand Book of Public Relations and Communication*, Jaico Publishing House, Mumbai, 2002.

M. A. Part-II (Public Administration) Third Semester

**MPA3TE07: (Elective):**

## **ENTREPRENEURSHIP DEVELOPMENT**

### **Course Outcomes:**

1. Understand the policies and administration of entrepreneurship in India and become familiar with industrial conflicts and their settlement.
2. Assess the role of entrepreneurship and the entrepreneurship development in economic growth.
3. Acquire knowledge about setting up a business and its promotion.
4. Evaluate the financing and accounting techniques in entrepreneurship development.
5. Analyse the factors affecting sickness in small business and the adoption of corporate measures for their improvement and growth.

### **UNIT -I**

The Concept of Entrepreneurship; Entrepreneur- Development, Characteristics and Types; Evaluation of Entrepreneurs in India; The Role of Entrepreneurs; Entrepreneurial Environment.

### **UNIT-II**

Identification of Opportunities; Converting Business Opportunities into Reality; Location Issues; Entrepreneurial Development; Entrepreneurial Training

### **UNIT-III**

Institutions in Aid of Entrepreneurship Development- Entrepreneurship Development Programmes (EDPs), Management Development Institute (MDI), The National Institute Entrepreneurship and Small Business Development (NIESBUD), EDPs of Small Industries Development Bank of India (SIDBI).

### **UNIT-IV**

Some Relevant Acts: Factories Act-1948, The Employees' State Insurance Act-1948, Intellectual Property Rights, Indian Patent Act-1970 etc.; New Labour Codes- 2022; The Entrepreneurship Ecosystem.

### **Recommended Readings:**

1. Vasant Desai (2021): *Small-Scale Industries and Entrepreneurship in the Twenty-First Century*, Himalaya Publishing House, Mumbai.
  2. N. P. Srinivasan & C. B. Gupta (2020): *Entrepreneurial Development*, Sultan Chand and Sons, Delhi.
  3. S A Kumar, S C Poornima, M K Abraham & K Jayshree (2021): *Entrepreneurship Development*, New Age International, New Delhi.
  4. Charantimath Poornima M. (2018): *Entrepreneurship Development and Small Business Enterprises*, Pearson Education, New Delhi.
  5. Vasant Desai (2018): *Dynamics of Entrepreneurial Development and Management*, Himalaya Publishing House, Mumbai.
  6. D. Uma Devi (2018): *Entrepreneurial Development*, Sarup Book, Delhi.
  7. K.V. Subba Rao (2009): *Entrepreneurial Development and New Enterprise Management*, Adhyayan Publishers & Distributors, New Delhi.
  8. Hisrich R D and Peters M P (2002): *Entrepreneurship*, Tata McGraw-Hill, New Delhi.
  9. अनिल शिंदे (2019): *उद्योजकता विकास आणि स्वयंरोजगार*, चेतक बुक्स, मुंबई.
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M. A. Part-II (Public Administration) Third Semester  
MPA3TE08 :(Elective)  
**MANAGEMENT OF NON GOVERNMENT  
ORGANISATIONS (NGOs)**

**Course Outcomes:**

1. Comprehending the theoretical conceptualization of NGOs and the Public sector.
2. Critically understanding the National Policy on Voluntary Sector and Government-NGO interface.
3. Knowledge of public and private funding, national and foreign financial contributions to NGOs.
4. Understanding capacity building, ethical and accountability concerns.
5. Acquiring the skills for case study analysis.

**UNIT- I**

**Non-Governmental Organisations (NGOs):** Concept, Rationale and Scope; Developing an NGO; National Policy on the Voluntary Sector 2007; NGO-Government Interface in India with special reference to the NITI Aayog, Ministries and Departments.

#### **UNIT- II**

**Organisational Forms and Governance Structures of NGOs:** Trust; Society; Company; NGO-Government & NGO-Private Sector partnerships- Rationale and practice; Sources of NGO Funding; Government and Foreign Grants- Eligibility, Requirements and Procedures with special reference to Foreign Contributions.

#### **UNIT-III**

**Issues, Accountability, Mechanism and Problems:** Issues of Governance; Capacity Building; Autonomy; Ethics; Accountability of NGOs- Rationale, Mechanisms and Problems; Formulation of a Welfare/Development Project Proposal including Monitoring and Evaluation arrangements.

#### **UNIT-IV**

**Case Studies:** Self Employed Women's Association (SEWA) - Organisation, Functions and Working; Red Cross Society of India- Organisation, Functions and Working; Voluntary Action Network India (VANI) and OXFAM India

#### **Recommended Readings:**

1. Chandra, Suresh (2015): *Non-Government Organisations*, Rawat Publications: Jaipur.
2. Prasad, K (Ed.) (2000): *NGOs and Socio-Economic Development Opportunities*, Deep and Deep Publications: New Delhi.
3. Devendra Prasad Pandey (2009): *Development and Management of NGOs*, Adhyayan Publishers, New Delhi.
4. Nabhi's Board of Editors (2020): *Handbook for NGOs - An Encyclopaedia for Non-Government Organisations and Voluntary Agencies*, Nabhi Publications, Delhi.
5. Helmut K. Anheier & Stefan Toepler (2022): *Nonprofit Organizations: Theory, Management, Policy*, Routledge, NY.

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M. A. Part-II (Public Administration) Third Semester

### **MPA3RP: RESEARCH PROJECT**

(Note: For more details refer to the guidelines at the beginning of the syllabus)

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M. A. Part-II (Public Administration) Fourth Semester  
**MPA4T01: (Mandatory)**  
**PUBLIC POLICY AND GOVERNANCE**

**Course Outcomes:**

1. Understanding the basic concepts of public policy, policy analysis, public policy process and governance.
2. Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process.
3. Necessary competence to undertake policy analysis.

**UNIT-I**

**Introduction:** Nature, Scope and Importance of Public Policy; Relevance of Policy Making in Public Administration; Evolution of Policy Analysis- Lasswell, Dror, Thomas R Dye, Henry Kissinger, David Easton.

**UNIT-II**

**Major Approaches to the Study of Public Policy:** Systems Approach, Elite Theory, Group Theory, Political Economy Approach, Incremental Approach, Rational Approach, Cost Benefit Analysis Approach.

**UNIT-III**

**Major Stages in Public Policy:** Policy Initiation, Policy Deliberation and Policy Making Agencies, Policy Implementation, Policy Evaluation, Monitoring and Feedback

**UNIT-IV**

**Major Actors in Policy Process:** Role of Bureaucracy, Role of Media, Role of Political Parties, Role of Interest Groups, Role of NGOs, Impact of Globalisation and Liberalization in Policies; Public Policy Debates; New Economic Policy- Globalisation, Liberalization and Privatization; Education Policy, Health Policy and Environmental Policy in India

**Recommended Readings:**

1. Sapru, R K (2019): *Public Policy- Formulation, Implementation and Evaluation*, Prentice Hall of India: New Delhi.
2. R. K. Sapru (2017): *Public Policy- A Contemporary Perspective*, Sage: New Delhi.
3. Chakraborty, Bidyut and Chand, Parkash (2016): *Public Policy: Concept, Theory and Practice*, Sage: New Delhi.

4. Kuldeep Mathur (2015): *Public Policy And Politics In India*, Oxford University Press: New Delhi.
  5. Sapru, R K (2011): *Public Policy: Art and Craft of Policy Analysis*, Prentice Hall of India: New Delhi.
  6. Johar & Gupta (2021): *Public Policy and Administration in India*, Vishal Publishing Co., New Delhi.
  7. Anderson, J E (2005): *Public Policy Making*, Houghton Mifflin: New York.
  8. Ayyar, Vaidyanathan R V (2009): *Public Policy Making in India*, Pearson: New Delhi.
  9. Chakraborti, Rajesh (2017): *Public Policy in India*, Oxford University Press: New Delhi.
  10. Dye, Thomas (2002): *Understanding Public Policy*, Pearson: Singapore /New Delhi.
  11. Dror, Y (1983), *Public Policy Reexamined*, New Jersey, Transaction Publishers
  12. Birkland Thomas.A(2011), *An Introduction to the Policy Process*, New Delhi, PHI Learning Private Limited.
  13. E. Lindblom Charles(1968), *The Policy Making Process*, New Jersey, Prentice Hall
  14. PTR Ganapathy R.S (1985), *Public Policy and Policy Analysis in India*, New Delhi, Sage Publications
  15. Peters Guy.B (2018): *Policy Problems and Policy Design*, Edward Elgar Publishing
  16. Bardach Eugene (2005), *A Practical Guide For Policy Analysis: The Eightfold Path To More Effective Problem Solving*, CQ Press.
  17. Weimer L David(2017), *Policy Analysis : Concepts and Practice*, Routledge Publishers
  18. Hill Michael(2013), *The Public Policy Process*, Taylor & Francis Mazmanian
  19. Sabatier A Paul and Weible Christopher(2014), *Theories of the Policy Process*, Avalon Publishing
  20. Miller J Gerald and Fischer Frank(2017), *Handbook of Public Policy Analysis: Theory , Politics and Methods*, Routledge Publishers
  21. Kashyap Subash C (1990)(ed), *National Policy Studies*, New Delhi, Tata Mc GrawHill.
  22. प्रीती पोहेकर (२०१७): *भारताचे सार्वजनिक धोरण, विद्या बुक्स, औरंगाबाद.*
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## **LOCAL GOVERNANCE**

### **Course Outcomes:**

1. Acquire the basic understanding about the concept, issues and theories of local government.
2. Analyse issues pertaining to financial, personnel administration of local bodies.
3. Acquire skills and knowledge to identify the areas and problems of local governance and apply them to address and solve the local problems of their areas.
4. The lesser known aspects of the interface between Panchayats and other institutions of local governance in local development.

### **UNIT-I**

Meaning and significance of Local Governance; Democratic Decentralization; Models of Local Governance- (a) Gandhi (1869–1948): The Idea of Village Swaraj, (b) Ambedkar (1891-1956): The Idea of Village Panchayat, (c) Mao Zedong (1893–1976): The Idea of Commune, (d) Julius Nyerere (1922–99): The Idea of Ujamaa

### **UNIT-II**

History of Local Governance in India, Local Governance in Post-independent India; 73rd and 74th Constitutional Amendments; PESA

Types, Structure and Functions of Local Governance; Personnel Administration- Panchayat Personnel System, Municipal Personnel System; Financial Administration-Finances of Panchayats, Municipal Finances; District Planning Committee

### **UNIT-III**

**Rural Development:** Institutions and agencies since Independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj

**Urban Local Government:** Municipal governance: main features and problem areas; Global-local debate; New localism; Development dynamics, politics and administration with special reference to city management.

### **UNIT-IV**

Local Politics and local governance- Power politics and Politics of Caste, Class and Gender; Issues in Mainstreaming Gender in Local Governance; Role of Information and

Communication Technology in Local Governance; Changing Nature of Local Governance; Future Prospects of Local Governance.

**Recommended Readings:**

1. Bidyut Chakrabarty & Rajendra Kumar Pandey (2019): *Local governance in India*, Sage Publications, New Delhi.
  2. S.R. Maheswari (2020): *Local Government in India*, Lakshmi Narain Agarwal, Agra.
  3. T. R. Raghunandan (ed.) (2018): *Decentralisation and Local Governments: The Indian Experience*, Orient BlackSwan, New Delhi.
  4. Rani D. Mullen (2011): *Decentralization, Local Governance, and Social Wellbeing in India: Do Local Governments Matter?*, Routledge, New York.
  5. Pranab Bardhan and Dilip Mookherjee (eds) (2007): *Decentralization and Local Governance in Developing Countries: A Comparative perspective*, Oxford University Press, New Delhi.
  6. Neerja Gopal Jayal, Amit Prakash and Pradeep K. Sharma (2007): *Local Governance in India: Decentralization and Beyond*, Oxford University Press, New Delhi.
  7. Jain L.C. (ed.) (2005): *Decentralisation and Local Governance*, New Delhi, Orient Longman.
  8. Pardeep Sachdeva (2011): *Local Government in India*, Pearson Education India, Delhi.
  9. Surat Singh (2004): *Decentralized Governance in India-Myth and Reality*, Deep & Deep, New Delhi.
  10. Wasnik, Jitendra (2020): *Rural Development Administration in India*, HSRA Publications, Bangalore.
  11. एस. आर. माहेश्वरी (2020): *भारत में स्थानीय शासन*, लक्ष्मी नारीन अग्रवाल, आग्रा.
  12. श्याम शिरसाठ आणि भगवानसिंग बैनाडे (2014): *पंचायती राज आणि नागरी प्रशासन*, विद्या बुक्स, औरंगाबाद.
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## **RECENT ISSUES IN INDIAN ADMINISTRATION**

### **Course Outcomes:**

1. Acquire knowledge about recent issues in Indian administration in modern era.
2. Analyse and evaluate the new devices in Indian Administration.

### **UNIT-I**

**Context of Indian Administration:** Social, Political and Economic; New economic Policy and Indian Administration; Demonetisation and its Impact; Reforming Public Services in India; Administrative Reforms Commissions in India- First and Second Administrative Reforms Commission, Issues and Challenges before Indian Administration; Central Vigilance Commission; Minister- Civil Servant Relations; Generalist vs Specialist.

### **UNIT-II**

**New Devices in Administration:** Civil Society; Right to Information; Citizens' Charter; Social Audit; Public-Private Partnership; Citizen and Administration; Role of Digital Technology; Green Governance; Tribal Governance.

### **Recommended Readings:**

1. Arora, Ramesh K. and Goyal, Rajni (2022): *Indian Public Administration: Institutions and Issues*, New Age International Publishers: New Delhi.
2. Radhakrishnan Sapru (2018): *Indian Administration: A Foundation of Governance*, Sage Publications: New Delhi.
3. Avasthi, A and Avasthi, A P (2020): *Indian Administration*, LakshmiNarain Aggarwal: Agra.
4. Bidyut Chakrabarty and Prakash Chand (2016): *Indian Administration: Evolution And Practice*, Sage: New Delhi.
5. Fadia, B L and Fadia, Kuldeep (2017): *Indian Administration*, Sahitya Bhawan: Agra.
6. Kapur, Devesh; Mehta, Pratap Bhanu and Vaishnav, Milan (Eds.) (2017): *Rethinking Public Institutions in India*, Oxford University Press: New Delhi.
7. Maheshwari, S R (2018): *Indian Administration*, Orient Longman: New Delhi.
8. Wasnik, Jitendra (2020): *Public Administration in India*, Blue Rose Publications: New Delhi.

9. विद्युत चक्रवर्ती आणि प्रकाश चंद (२०१६): भारतीय प्रशासन- उत्क्रांती आणि व्यवहार, सेज, नवीदिल्ली, अनु. देवयानी देशपांडे.
10. अवस्थी एवं अवस्थी (२०२०): भारतीय प्रशासन, लक्ष्मिनारीन अगरवाल, आग्रा.
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M. A. Part-II (Public Administration) Fourth Semester  
MPA4TE04 :(Elective)

## EDUCATIONAL ADMINISTRATION IN INDIA

### Course Outcomes:

1. Developing an understanding about the different concepts and models of education and educational Administration.
2. Familiarity with the National Policy on Education, Sarva Shiksha Abhiyan and institutions and agencies involved in promoting education in India.
3. Familiarity about the Socio-economic problems of educational development.

### UNIT-I

Educational Administration- Concept, Significance and Scope; Universalization of Elementary Education (UEE); Non-Formal Education (NFE); Vocationalization of Secondary Education, Autonomous Colleges etc.

### UNIT-II

**Education Policies:** National Policy on Education, 1986 as modified in 1992 (Plan of Action, 1992); Right to Education (RTE) Act, 2009; and Implementation and Evaluation of Sarva Shiksha Abhiyan (SSA).

### UNIT-III

**Institutions:** Union Ministry of Human Resource Development- Organizational set up and role with special reference to the Organization of the Department of Education and its responsibilities; University Grants Commission: Structure, Functions and Role; National Council of Educational Research and Training: Structure, Functions and Role

### UNIT-IV

**Socio-economic Problems of Educational Development:** Equality of Opportunity; Employment and Productivity; Nation Building and Citizenship; and Globalization and Education.

### Recommended Readings:

1. Garg, Bharati (2012): *Sarva Shiksha Abhiyan: An Assessment*, Commonwealth Publishers: New Delhi.
  2. Ghosh, Sunanda (2009): *Education in Emerging Indian Society: The Challenges and Issues*, PHI Learning: New Delhi.
  3. Ghosh, Suresh Chandra (2015): *The History of Education in Modern India (1757-2012)* Orient Blackswan: New Delhi.
  4. Kapur, Devesh and Mehta, Pratap Bhanu (Eds.) (2017): *Navigating the Labyrinth—Perspectives on India's Higher Education*, Orient Blackswan: Hyderabad.
  5. Pannikar, KN and Nair, M Bhaskaran (2012): *Globalization and Higher Education in India*, Pearson: New Delhi.
  6. Patel, Surabhi P (1983): *Equality of Educational Opportunity in India: A Myth or Reality?* National Publishing House: New Delhi.
  7. Rao, J. Laxmi Narasimha and G. Kamalakara (Eds.) (2014): *Higher Education in the Present Scenario*, ADB Publishers: Jaipur.
  8. Sharma, S L; Ghuman, B S and Prakash, Shital (Eds.) (2014): *Higher Education in India- The Changing Scenario*, Rawat Publications: Jaipur.
  9. Thakur, Anil Kumar and Mohan Patel (Eds.) (2010): *Challenges of Education in 21<sup>st</sup> Century*, Deep and Deep Publications: New Delhi.
  10. H.V. Deshpande (2020): *Higher Education in India: New Perceptions and Perspectives*, Notion Press, New Delhi.
  11. N. V. Varghese & Garima Malik (2020): *Governance and Management of Higher Education in India*, Sage, New Delhi. (India Higher Education Report)
  12. हेमलता तलेसरा (2000): *शैक्षिक प्रबन्धन प्रशासन एवं नेतृत्व*, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर.
  13. आर. बन्सल, (२०२१): *शैक्षिक प्रशासन*, SBPD पब्लिशिंग हाउस, आग्रा.
  14. एल. एन. वर्मा एवं प्रवीण दोसी (2013): *भारतीय शिक्षा व्यवस्था एवं प्रशासनतंत्र*, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर.
  15. सतीश पाटील आणि बाबाराव डोईजड (2022): *शैक्षणिक व्यवस्थापन व प्रशासन*, निराली प्रकाशन, पुणे.
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M. A. Part-II (Public Administration) Fourth Semester  
**MPA4TE05: (Elective):**  
**HEALTH ADMINISTRATION IN INDIA**

**Course Outcomes:**

1. An understanding of the theoretical issues related to the challenges of Public Health Administration besides implementation.
2. An understanding about healthcare policies and programmes including organizational set up at the union, state and local levels.
3. Knowledge about some health care programmes is included besides the concept of hospital management.
4. Acquaintance with the challenges faced by Public Health Administration.

**UNIT-I**

Public Health Administration- Nature, Significance and Scope; Challenges of Public Health Administration; Implementation and Evaluation of Healthcare Policies in India

**UNIT-II**

Union Ministry of Health and Family Welfare- Organization, Functions and Role Health Administration at the State Level- Organization, Functions and Role of Department of Health Administration of Primary Healthcare at the Local Level

**UNIT-III**

Healthcare Programmes in India - Family Welfare Programme; Reproductive Child Healthcare; Immunization Programme; National Health Mission (NHM); Hospital Management- Organization, Function and Role

**UNIT-IV**

National Institute of Health and Family Welfare- Structure, Functions and Role; Medical Council of India- Structure, Functions and Role; World Health Organization (WHO) - Structure, Functions and Role in Asia.

**Recommended Readings:**

1. Anuj Kapilashrami & Rama V. Baru (eds) (2019): *Global Health Governance and Commercialization of Public Health in India: Actors, Institutions and the Dialectics of Global and Local*, Rutledge, New Delhi.

2. Ahmad, Alia and Lalitha, N (Eds.) (2013): *An Institutional Perspective on Provision of Health Care in India and Bangladesh*, Academic Foundation: New Delhi.
  3. R. Kumar (2008): *Challenges of Healthcare in India: Economics and Administration*, Deep & Deep Publication, New Delhi.
  4. Ballabh, C (2007): *Health Care Services in Hospital*, Alfa Publication: New Delhi.
  5. Hanlon, John H (2008): *Principles of Public Health Administration*, C V Mosley Co. Mahal: St. Louis.
  6. Kishore, Jugal (2016): *National Health Programs of India*, National Policies and Legislations related to Health (12th Edition), Century Publications: New Delhi.
  7. Packard, Randall M (2016): *A History of Global Health Interventions into the Lives of Other People*, John Hopkins University Press: Baltimore.
  8. Rout, Himanshu Sekhar (Ed.) (2011): *Health Care Systems: A Global Survey*, New Century Publications: New Delhi.
  9. Sanjivi, K S (2007): *Planning India's Health*, Orient Longman: New Delhi.
  10. Terry, McNulty and Ferlie, Ewan (2004): *Re-engineering Health Care*, Oxford University Press: New Delhi.
  11. World Health Organization (2017): *World Health Statistics 2017: Monitoring Health for the SDGs. Sustainable Development Goals*: World Health Organization: USA
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M.A. Part-II (Public Administration) Fourth Semester  
MPA4TE06: (Elective)

## CORPORATE GOVERNANCE

### Course Outcomes:

1. To acquaint the student with the concept and theories of corporate governance.
2. The student will also be instructed about the various aspects of corporate governance with focus on ethics, corporate social responsibility and current issues and problems, primarily focusing on India.

### UNIT-I

**Corporate Governance:** Concept, Rationale and Evolution in India; Theories of Corporate Governance- Stakeholders Theory, Agency Theory; Sociological Theory; Principles of Corporate Governance with special reference to Principles of Organisation

for Economic Co-operation and Development (OECD)

### **UNIT-II**

Structure and Forms of Organisations: Ministries/Departments, Corporations, Companies, Boards and Commissions, Ad-hoc and Advisory Bodies, Regulatory Authorities, Public Private Partnerships Corporate Social Responsibility

### **UNIT-III**

Board of Directors: Types; Composition and Functions; CEO- Appointment, Functions & Role; Rights and Privileges of Share Holders and Investors

### **UNIT-IV**

Corporate Governance in Public Enterprises; Corporate Governance in NGOs; Future trends of Corporate Governance in India

#### **Recommended Readings:**

1. Arun Kumar Rath (2022). *Corporate Governance in the 21st Century*, Excel India Publishers, New Delhi.
  2. Bansal, C.L. (2005). *Corporate Governance – Law Practice & Procedures with Case Studies*. New Delhi: Taxman Allied Services Pvt. Ltd. Bhatia.
  3. S.K. (2004). *Business Ethics and Corporate Governance*. New Delhi: Deep and Deep Publication Pvt. Ltd.
  4. Dewan, S.M. (2006). *Corporate Governance in Public Sector Enterprises*. New Delhi: Dorling Kindersley India Pvt. Ltd.
  5. Christine A. Mallin(2010). *Corporate Governance*. New Delhi: Oxford University Press.
  6. Prasad, D. (2006). *Corporate Governance*. New Delhi: Prentice Hall of India Pvt. Ltd.
  7. Fernando, A.C. (2009). *Corporate Governance – Principles, Policies & Practices*. India: Dorling Kindersley Pvt. Ltd.
  8. Kumar, S. (2002). *Corporate Governance – A Question of Ethics*. New Delhi: Galgotia Publishing Company.
  9. Mathur, U.C. (2005). *Corporate Governance and Business Ethics*. New Delhi: Macmillan India Ltd.
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M. A. Part-II (Public Administration) Fourth Semester  
**MPA4TE07: (Elective)**

**ADMINISTRATIVE LAW**

**Course Outcomes:**

1. Developing an understanding of Fundamentals of Law and Administration.
2. Examine the Legal and Administrative Process in the Execution of Law.
3. Delineating the concept of administrative tribunals, delegated legislation and especially Central Administrative Tribunal.
4. Understand Quasi – Judicial Governance.

**UNIT-I**

**Legal Foundations:** Fundamentals of Administrative Law; Dicey on Administrative law; Relationship between Law and Administration; Governance as Execution of Law- Values and Context of Legal and Administrative Process; Constitution, Rule of Law and Administrative Law – French, British and German Contexts.

**UNIT-II**

**Law and Governance:** Concepts relating to Administrative Law- Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra-vires; Principles of Natural Justice; Administrative Adjudication; Review of administrative acts and redress of grievances– Vigilance and Control

**UNIT-III**

**Delegated Legislation-** concept, types, rationale, merits and demerits, Control of Delegated Legislation; Administrative Tribunals-concept, merits and demerits; and Central Administrative Tribunal- structure and functions.

**UNIT-IV**

**Quasi-Judicial Governance:** National Water Tribunal; National Green Tribunal; Women Protection: Criminal Law (Amendment) Act, 2013 (Nirbhaya Act)

**Recommended Readings:**

1. Diwan, P (2007): *Indian Constitution*, Law Agency: Allahabad.
2. Kagzi, M C J (2008): *Indian Administrative Law*, Metropolitan: Delhi.
3. Massey, I P (2008): *Administrative Law*, Eastern Book Company: New Delhi.
4. Mehta, S M (1990): *Indian Constitutional Law*, Deep and Deep: New Delhi.
5. Sharma, S K (2007): *Directive Principles and Fundamental Rights*, Deep and Deep: New Delhi.

6. P Jain and S.N Jain (2013): *Principles of Administrative Law*, Lexis Nexis, Delhi.
  7. K Takwani (2012): *Lectures on Administrative Law*, Eastern Book Company, New Delhi.
  8. P. Massey (2012): *Administrative Law*, Eastern Book Co., New Delhi.
  9. Wade & C.F. Forsyth (2009): *Administrative Law*, Oxford University Press, New Delhi.
  10. Tushar Kant Saha (2001): *Administrative Law*, Kanishka Publishers, New Delhi.
  11. जय जय राम उपाध्याय (२०२०): *प्रशासनिक विधि*, सेन्ट्रल ला एजन्सी, दिल्ली.
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M. A. Part-II (Public Administration) Fourth Semester

**MPA4RP08: RESEARCH PROJECT**

(Note: For more details refer to the guidelines at the beginning of the syllabus)

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