

**Dr. B.R. Ambedkar University of Social Sciences  
Dr. Ambedkar Nagar (Mhow), Indore (M.P.)**



**MASTER OF ARTS**  
**in**  
**PUBLIC ADMINISTRATION**  
**SYLLABUS**

**SESSION: 2020-21**

# पाठ्यक्रम परिचय

## (Introduction of the Course)

### एम.ए.- लोक प्रशासन (Public Administration)

एम.ए. (लोक प्रशासन) पाठ्यक्रम पूर्णकालिक द्विवर्षीय पाठ्यक्रम है। यह पाठ्यक्रम चार सत्रार्द्धों (Semesters) तथा दो वर्षों के क्रम में विभक्त है। प्रथम वर्ष में सत्रार्द्ध I व II तथा द्वितीय वर्ष में सत्रार्द्ध III व IV का अध्यापन किया जायेगा। पाठ्यक्रम के अन्तर्गत व्याख्यानों, संगोष्ठियों, प्रायोगिक-कार्यो, ट्यूटोरियल्स तथा प्रदत्त-कार्यो (Assignments) आदि के माध्यम से अध्यापन किया जायेगा। प्रत्येक सत्रार्द्ध में लोक प्रशासन विषय के चार-चार प्रश्न-पत्र होंगे। प्रत्येकप्रश्न-पत्र के लिए पाँच इकाइयाँ (Units) तथा 4 क्रेडिट्स निर्धारित होंगे।

विषय विशेष प्रश्न-पत्र (लोकप्रशासन) के साथ ही विश्वविद्यालय द्वारा निर्धारित अनिवार्य प्रश्नपत्र का भी प्रत्येक सत्रार्द्ध में अध्ययन करना होगा।

#### अंक-विभाजन (प्रति प्रश्न-पत्र)

1. सैद्धान्तिक-प्रश्न (Theoretical Questions)	— 60
2. आन्तरिक-मूल्यांकन (Internal Assessment)	— 40
मध्य-सत्रार्द्ध मूल्यांकन+ गृहकार्य+ कक्षा में संगोष्ठी पत्र प्रस्तुति	(20 + 10+ 10)
योग :	— 100

परीक्षा माध्यम : लोक प्रशासन विषय हिन्दी एव अंग्रेजी दोनों माध्यम में संचालित किया जाएगा।

#### सैद्धान्तिक प्रश्न-पत्र का स्वरूप (Pattern of Theoretical Question paper)

दीर्घोत्तरीय प्रश्न 4 x 10	— 20 अंक
लघुत्तरीय प्रश्न 6 x 5	— 30 अंक
टिप्पणी लेखन 2 x 5	— 10 अंक
योग	— 60

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**M.A. – PUBLIC ADMINISTRATION**  
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<b>FIRST SEMESTER</b>		
<b>COURSE CODE</b>	<b>COURSE PAPER</b>	<b>CREDITS</b>
PUB - 511	Principal of Public Administration	4
PUB - 512	Organization and Management	4
PUB - 513	Local Self Governments -Rural & Urban	4
PUB - 514	Administrative Thought	4
<b>SECOND SEMESTER</b>		
<b>COURSE CODE</b>	<b>COURSE PAPER</b>	<b>CREDITS</b>
PUB - 521	Comparative Public Administration	4
PUB - 522	Research Methodology	4
PUB - 523	Social and Financial Administration	4
PUB 524	Management of Rural Development	4
<b>THIRD SEMESTER</b>		
<b>COURSE CODE</b>	<b>COURSE PAPER</b>	<b>CREDITS</b>
PUB – 531	Public Policy and Administration	4
PUB - 532	Digital Governance: Theory & Practice	4
PUB – 533	Social Welfare and Social Justice	4
PUB – 534	Issues of Public Administration	4
<b>FOURTH SEMESTER</b>		
<b>COURSE CODE</b>	<b>COURSE PAPER</b>	<b>CREDITS</b>
PUB – 541	Human Resource Management and Industrial Relations	4
PUB – 542	Public Enterprises and Corporate Governance	4
PUB – 543	(A) Disaster Management and Sustainable Development	4
	(B) Natural Disaster Management & Pandemic	4
	(C) Climate Change and Environment	4
PUB – 544	Dissertation*	18

\*Dissertation is mandatory.

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**Syllabus**

**M.A. – Public Administration**

**First Semester**

**PUB-511: Principal of Public Administration 4**

**Unit-I :** Meaning nature, Scope and Importance of Public Administration. Evolution of Public Administration, New Public Administration, Relation of Public Administration With other social (political science, Economics, psychology and sociology) Public and private Administration.

**Unit-II :** Organization - Meaning, Importance, Types of organization, Formal and Informal Organization, Basis of Organization (4P). Principal of Organization: Hierarchy, Span of Control, Unity of Command.

**Unit-III :** Principles of Organization: Authority and responsibility and accountability. Centralization and decentralization. Delegation, Supervision and co-ordination Integration VS Disintegration.

**Unit-IV :** Administration Approaches: Classical approach, Behavioural approach, System approach.

**Unit-V :** Administrative Approaches and Eminent Thinkers: Scientific Management approach FW Taylor, Human Relation approach Elton Mayo, Ecological approach. FW Rings.

**Books Recommended :**

1. A.R.Tayagi : Public administration
2. M.P. Sharma sadana : Public administration.
3. B.L. Fadia :Public administration (Hindi &English) .
4. MohitBhattacharya : New Horizons of Public administration .
5. L.D. White :Introduction to the study of Public Administration.
6. F. M. Marx (E.D.) : Elements Of Public Administration.

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**Syllabus**

**M.A. – Public Administration**

**First Semester**

**PUB-512: Organization and Management**

**4**

**Unit-I :**Structure of Organization :Chief executive – Types, Role and Functions, Features of Good Chief executive .Line and Staff : Line Agency –Department- types ,Important and need ,Basis of Department Organization. Staff Difference –Staff- Types, Features , Functions, Merits and Demerits of Staff ,Difference between Staff and Line .

**Unit-II :**Line Agencies: Public Corporation- Definition, Purpose of establishment of corporation, Types, Difference between public corporation and department. Independent Regulatory Commission- meaning, Feature and function, Merits and demerits, suggestion for improvement.

**Unit-III :**Management- Meaning Nature, significance and feature, Function of management, POSDCORB, , Management by objective (MBO), management by exception (MBE), ‘ concept of New Public management.

**Unit-IV :**Tools of Administrative management : Decision making (contribution of Herbert Simon), Administrative Leadership, Communication, Time management, Stress Management, Office Management.

**Unit-V :**O &M : Meaning, Nature, function, Information Technology in public administration. PERT &CPM technique, Concept of Good Governance, Administrative reforms.

**Books Recommended:**

1. M. Bertmgrose : Organization and their Meaning.
2. D. Givishioni : Organization and Management.
3. L. S. Shrinath : PERT & CPM- Principal and Application.
4. I.L.O. Introduction to work Study Development in India.

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**M.A. – Public Administration**

**First Semester**

**PUB-513: Local Self Governments -Rural & Urban 4**

**Unit-I :**Local Self Governments- Meaning, Nature, Importance, Development and scope.

73<sup>rd</sup>, 74<sup>th</sup> and 110<sup>th</sup> Amendment in constitution.

**Unit-II :**Urban Local Bodies- Types, Organization, Functions and Working. Autonomy and State control over Urban Local Bodies.

**Unit-III :**Panchyati Raj Institutions- Three Tier System, Structure and formulation, functions and powers. Role of state finance commission.

**Unit-IV :**Functions and Role of Local Government in India. Challenges before the Local Self-Government.

**Unit-V :**State and Local Government Relations.Major Features and Structure of Local Government in UK USA, France and India.

**Books Recommended:**

1. SR Maheshwari & RR Arora: Bureaucracy and Development
2. SP Verma & Sksharma : Development Administration.
3. CM Jain: Dynamics of Development.
4. CN Bhalerao (ED) : Administration, Political and Development in India.

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**M.A. – Public Administration**

**First Semester**

**PUB-514: Administrative Thought**

**4**

**Unit-I :** Administrative Thinkers- Kautilya, Dr. B. R. Ambedkar, M.K.Gandhi, J.L. Nehru, Sardar Vallabh Bhai Patel, Jai Parkash Narayan, Acharya Narendra Dev, Ram Manohar Lohiya.

**Unit-II :** Woodrow Wilson, L. Gulick and L. Urwick, Max Weber.

**Unit-III :** F.W. Taylor, Henry Fayol, M.P.Follet , Elton Mayo, C.I. Barnard

**Unit-IV :** C.I. Barnard, Abraham Maslow, F. Herzberg, Herbert Simon and Rensis Likert.

**Unit-V :** F.W. Riggs, D.McGregore, Chris Argyris, Peter Drucker .

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**M.A. – Public Administration**

**Second Semester**

**PUB-521: Comparative Public Administration**

**4**

**Unit-I :**Comparative Public Administration Concept– Nature and Scope, Types, Importance.Rise of Comparative Study

**Unit-II :**Theories and Models of Comparative Public Administration- Contributions of F.W. Riggs, Montgomery and Ferrel Heady. Ecological Model, Bureaucratic model.

**Unit-III :** Comparative Features of Administration. In Developed countries & Developing countries. Civil Services, features in UK., USA & India.

**Unit-IV :**Various Control Mechanisms over Administration in U.K.,U.S.A. and India. Parliamentary Commissioner, Lokpal proposed Lokayukta. Citizen and Administration- Machinery for redressed of citizens grievances in U.K.,U.S.A. and India.

**Unit-V :**Legislative, Executive, Judicial control mechanisms over administration in U.K.,U.S.A. and India. Comparative Features of administrative culture in UK, USA and India.



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**M.A. – Public Administration**

**Second Semester**

**PUB-522: Research Methodology**

**4**

**Unit-I** :Social Research: Meaning, Definitions. Nature & Scope.Types of Research in Social Sciences: Pure Research, Applied Research, Historical Research, Philosophical Research, Scientific Research, Comparative Research. Identification of Research Problem and Preparation of Research Design.

**Unit-II** :Research Design: Meaning, Ideal features.Research Methods in Social Sciences. Hypothesis: Concept, definitions, Types, Sources and Importance.

**Unit-III** :Sampling –Meaning, Types, Sampling determination. Tools of Data Collection:– Questionnaire, Interview, Content Analysis

**Unit-IV** :Processing of Data: Content Analysis, codification and TabulationMeasures of Central Tendency: –Mean, Mode and Median.

**Unit-V** :Report Writing: Objectives, Elements, /Features of ideal report writing, Problems, Challenges in writing Reports. Case Study: Content, Features & importance.

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**M.A. – Public Administration**

**Second Semester**

**PUB-523: Social and Financial Administration**

**4**

**Unit-I :** Meaning, Nature, Principles and Scope of Social and Financial Administration. Social Administration at the Central & State Level: The Departments and Directors of Social Welfare.

**Unit-II :** Methods of Social Administrations - Case work, Group work and Community Origination Social Policy in India. Personal system for Social Administration.

**Unit-III :** Financial Administration- Budget, Enactment of Budget, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor-General.

**Unit-IV :** NITI Aayog: Historical Reference and Present, Plans- Five –Year Plans, Formulation of Plans, National Development Council, Plan Implementation.

**Unit-V :** Centre-State Relations-Legislative, Administration and Financial, Finance Commission.

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**M.A. – Public Administration**

**Second Semester**

**PUB-524 :Management of Rural Development**

**4**

**Unit-I** :Rural Development-Meaning, Nature, Importance and Scope.Rural Development-Structure, Functions and Role, Finances Agency of Rural Development.

**Unit-II** :Concept of Rural Development Approaches to Rural Development, Community Development, Area Development.

**Unit-III** :Integrated Rural Development, Centralization and Decentralization, Role of Cooperatives.

**Unit-IV** :Process of Urbanization, Urban Development, Infrastructure, Housing, Water Supply, Sewerage, Environment, Transport.

**Unit-V** :Structure of Rural Development, 73rd Constitution Amendment Act., Forms of Rural Development at the District, Block and Village level.Master Plan, National Capital Region, Development Authorities, Slums.

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**M.A. – Public Administration**

**Third Semester**

**PUB-531: Public Policy and Administration**

**4**

**Unit-I :** Public Policy-Meaning, Definition, Nature Types and Scope & Significance. Difference the Public policy & Decision-Making & planning.Approaches to Public Policy.

**Unit-II :** Policy-making Process, Policy Formulation, Policy Evaluations, Policy Implementation, Evolution. Policy Making Institutions; Legislation, Advisory Bodies commissions & Council.

**Unit-III :** Policy Implementation: Machinery for execution, bureaucracy: Role & Challenges.Policy Implementation- System and Models, Role of Various Agencies, Problems.

**Unit-IV :** Policy Evaluation & Analysis: Meaning & Importance, Types, Approaches to public policy. Policy Impact; Importance & Objectives, Impact determination, Problems & Solutions.

**Unit-V :** Basic features of Education Policy, Health Policy, Employment Policy, Population Policy, Energy Policy in M.P.

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**M.A. – Public Administration**

**Third Semester**

**PUB-532: Digital Governance: Theory & Practice**

**4**

**Unit-I :** Digital Governance; Meaning, Nature, Scope, Significance; Digital Government Strategy Framework, Organization work Culture in Digital Governance.

**Unit-II :** E-Governance: Concept, Features, Types of E-Governance., Key Issues in Digital Governance; Service Delivery Innovation, Critical Success Factors and Critical Failure Factors,

**Unit-III :** Digital Governance; Local Level Governance and Administration at Central level- Ministry of Info. & Broadcasting NIC; Organisation- Structure, Functions, Implementing agencies. IT facilitator agencies in M.P. – MAPIT.

**Unit-IV :** C.M. Help line:Objectives, Work-ProcedureDigital Government in India: Nature, Scope, Significance; Recent Trends, Challenges.Digital India Programme, National Mobile Governance Initiative, Government Data Platform India.

**Unit-V :** National Portal of India, Government of India Web Directory, National knowledge Network, Aadhar Project, Digital Governance Initiatives at State Government Level.

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**Syllabus**

**M.A. – Public Administration**

**Third Semester**

**PUB-533: Social Welfare and Social Justice**

**4**

**Unit-I :** Concept of Social Welfare and Social Justice. Meaning, Nature and Scope of Social Welfare and Social Justice, Social Welfare Administration in new Economic order.

**Unit-II :** Organizational Structure for Social Justice Administration-Central Social Welfare Board and State Social Welfare Board.

**Unit-III :** Role of N.G.O. and Voluntary Organizations, State Departments of Social Welfare and the Union Ministry of Social Justice and Empowerment. Reservation Policy, Women Empowerment, Atma Nirbhar Bharat Abhiyan (Self Reliant India Mission).

**Unit-IV :** Social Welfare Policies and Programmes for SC/ST, OBCs, Women, Child, Disabled and Aged at Central & State level; Composition and Functions of National Commission for SC/ST, Women.

**Unit-V :** International Agencies for Social Welfare: Composition and Functions of UNESCO, UNICEF, ILO, WHO (with special reference to India).

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**Syllabus**

**M.A. – Public Administration**

**Third Semester**

**PUB-534: Issues of Public Administration**

**4**

**Unit-I :** Good Governance: Concept, Citizen Charter, Public Private Partnership, Transparency and RTI, Public Administration :Pre and Post Liberalization ,Human Rights and Police Administration.

**Unit-II :** Responsive Administration, Administrative Ethics, Civil Society, Citizen Participation in Development Administration, NGOs as the Non –State Actor in Public Administration.

**Unit-III :** Consumer Interested and Protection, Redressal of Citizen Grievances, Administrative Reforms Lok Adalats ,Public Interest Litigation Judicial Activism, Public Service Delivery.

**Unit-IV :** Public Distribution System, Millennium Development Goals, Rural Health Services.

**Unit-V :** Gender Issues and Women Empowerment, Gender Budget and Gender Policy, Sustainable Development, India’s Administrator Culture, Right Based Development and its Impact on Indian Administration.

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**Syllabus**

**M.A. – Public Administration**

**Fourth Semester**

**PUB-541: Human Resource Management and Industrial Relations**

**4**

**Unit-I :** Human Resource Management- Meaning, Nature, Scope and Significance, Human Resource Planning and Strategy, Job Description, Job Analysis, Job Evolution, Recruitment, Selection, Appointment and Promotion Performance Appraisal.

**Unit-II :** Learning and Development, Management Development, Employee Capacity Building Strategies, Employee Health and Safety, Managing Change at Workplace, Motivation and Morale, Learning Organization.

**Unit-III :** Industrial Relations, Discipline and Grievances, Industrial Conflicts, Collective Bargaining, Joint Consolation and Information Sharing, Labour Management Participation.

**Unit-IV :** Joint Management Council, Joint Consultative and Compulsory Arbitration Scheme, Trades Unions Grievance Procedure and Grievance Handling.

**Unit-V :** Factories Act, 1948; Industrial Dispute Act,1947, Payments of Wages Act, Employees Provident Fund Act, Case Studies.



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**Syllabus**

**M.A. – Public Administration**

**Fourth Semester**

**PUB-542: Public Enterprises and Corporate Governance**

**4**

**Unit-I :** Public Enterprises: Concept, Characteristics, Significance, Evolution of Public Enterprises, Forms of Public Enterprises, Governing Board.

**Unit-II :** Department of Public Enterprises: Functions and Role, PEs in LPG Era. Personal Management: Recruitment, Training, Promotion and Remuneration; Financial Management of Public Enterprises, Control Over Public Enterprises: Parliamentary, Ministerial and Audit.

**Unit-III :** Issues Areas in Public Enterprises: Accountability and Autonomy, Memorandum of Understanding (MOU), Privatization & Disinvestment.

**Unit-IV :** Concept of Navaratna, Mergers & Acquisitions, Various Theories of Pricing Policy, Profitability & Performance.

**Unit-V :** Corporate Governance: Meaning, Objectives & Principles, Models of Corporate Governance. The Board of Directors, Corporate Social Responsibilities, Corporate Governance and Ethics.

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**Syllabus**

**M.A. – Public Administration**

**Fourth Semester**

**PUB-543 (A): Disaster Management and Sustainable Development**

**4**

**Unit-I :** Disaster Management: An Overview-History, Types, India's key Hazards & Crisis Response Mechanisms; Preparedness and Risk Reduction, Recovery.

**Unit-II :** Emergency Response System, NDMA, SDMA, Indian Case Studies: Disaster Management and Efforts by Government, Role of Civil Society in Disaster Management, 14<sup>th</sup> FC & Disaster relief.

**Unit-III :** Sustainable Development-Concept and Current Issues: Development and its Sustainability, Sustainable Development and International Politics.

**Unit-IV :** Earth Summit-International and National Efforts, Globalization and Sustainable Development: Legislative Framework, Ethics in Sustainable Development.

**Unit-V :** Policy and Practice of Land, Water, Energy, Environment and National Resources, Urban Development, Environmental Audit, Role of Citizen and Participatory Management, Laws of Disaster Management and Role of Administration.

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**Syllabus**

**M.A. – Public Administration**

**Fourth Semester**

**PUB-543 (B): Natural Disaster Management & Pandemic**

**4**

**Unit-I :** Natural Disasters: Basic Facts and Issues; Meaning and Definition of Natural Disasters, Taxonomy of Natural Disasters, Magnitudes, Losses. Compare Natural Disasters Losses to those of Health-Pandemics, Wars and Civil Strife. Fuzzy Differences with Technological and Environmental Disasters.

**Unit-II :** Definition of Natural Hazard, Risk, Probability, Vulnerability. Principles of Risk Management. Human Dimensions and Global Trends : Global Population Growth, Demographics of Populations; Migrations to Coasts and Cities;

**Unit-III :** Industrialization and Infrastructures; Complex Systems; Wealth & Equity Issues; Disaster Characteristics in More vs. Less Developed Nations; Effects of Governance; Social Vulnerability; States in Critical States. The Camel's Straw. Science, Education, Information, Policy, Awareness, Media.

**Unit-IV :** Natural Processes on a Dynamic Earth: General Principles: Transformation of Heat into Various Forms of Mechanical Energies; Size Distributions and Magnitudes; Taxonomy of Natural Events: Earthquakes, Volcanoes, Storms, Floods, Draughts, Bolides, Wildfires.

**Unit-V :** Role in Pandemic : The Role of Science, Engineering, Government, Private Sector, Insurance, Finance. Planning and Windows of Opportunity (Events, Investments, Land use and Codes). Developed vs. Developing Countries. The Role of International Organizations (Red Cross and other Humanitarian Organizations; UN; Development Banks, WTO, NGOs). Fraud and Deception. Equity Issues: Local and Global.

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**M.A. – Public Administration**

**Fourth Semester**

**PUB-543 (C): Climate Change and Environment**

**4**

**Unit-I :** Meaning, Definition and Concept of Climate Change. Climate Change and Multilevel Governance: The Evolving State and Local Roles in India, Role of Legislature, Executive, Judiciary and Civil Society.

**Unit-II :** Environment: Meaning, Nature and Aspects; Environment Administration: Concept and Theory. Environmental Conservation for Survival; Public Health Concern-Air and Water Pollution. Environmental Issues: Population, Technology, Global Warming and Climate Change, Sustainable Development, Environmental Protection Verses Development.

**Unit-III :** Population and Development Pressures. Concentration of Assets. Urban vs. Rural Vulnerabilities. Rich and Poor Countries. Hazard & Risk Assessments, Codes, Zoning, Regulations, Law & Enforcement. Infrastructure & Essential Facilities. Mega-Projects: Dams, Irrigation, Transportation, Energy, Communication. Centralized vs. Diversified Systems. Redundancy. Resiliency, Sustainability. Systemic Social Vulnerabilities.

**Unit-IV :** Impact of Urbanisation and Industrialisation on Environment, Deforestation, Soil Erosion and Social Forestry. Wildlife Conservation; Wasteland and Watershed Development, Solid Waste Management and Recycling, Awareness Generation and Campaign for Environmental Protection: Towards a Sustainable Environmental Movement; Causes for Success or Failure of Governmental Policies.

**Unit-V :** Environmental Policy in India. Constitutional provisions relating to Environmental Protection. Environment Laws and Planning- in India. Air Quality Management, Pollution Control, Pollution and Eco-System. Environment Control Administrative Machinery at the National, State and District Level. Environmental Protection in the World: Role of UNEP, World Bank. International Environmental Laws and Conventions. Global Environmental Policy and Politics: Politics over Development and Environment; Problems in International Cooperation.

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**M.A. – Public Administration**

**Fourth Semester**

**PUB-544: Dissertation**

**18**