

SCHOOL OF STUDIES IN DISTANCE EDUCATION
JIWAJI UNIVERSITY, GWALIOR



Syllabus

M. A.

Public Administration (Previous)

Scheme of Maximum and Minimum Marks in
Theory (TH), Assignment (AS) and Practical (PR)

Previous Paper

Paper 101	:	Public Administration: Ideas and Concepts
Paper 102	:	Public Administration In India
Paper 103	:	Financial Administration
Paper 104	:	Administrative Thinker

Scheme of Examination

Each theory paper marks are divided into two parts:

- Theory paper will be of 70 marks for which minimum pass marks are 21.
- Assignment will be of 30 marks for which minimum pass marks will be 12.
- In aggregate passing marks of theory and Assignment should not be less than 40% in each subject.

M A in Public Administration (Previous)

Paper	Max.			Min.			Total Min. in Theo. & Assignment
	Theory	Assig.	PR	Theory	Assig.	PR	
MPA 101	70	30	--	21	12	--	40
MPA 102	70	30	--	21	12	--	40
MPA 103	70	30	--	21	12	--	40
MPA 104	70	30	--	21	12	--	40

40 % and above but less than 50 % in aggregate	:	Third Division
50 % and above but less than 60 % in aggregate	:	Second Division
60 % and above in aggregate	:	First Division
75 % and above in aggregate	:	First Division with

distraction

Note :- A candidate failing in one subject shall be allowed to appear in (Distance Mode) supplementary examination held with next year examination.

M A Public Administration
Paper 101(Previous)
PUBLIC ADMINISTRATION: IDEAS AND CONCEPTS
Max Marks 70 **Min Pass**

Marks 21

- Unit I:** Meaning nature, scope & significance of public administration, private and public administration. New public administration and new public management perspective.
- Unit II:** Evolution of public administration as an independent discipline and its present status, public administration as an art and science methods to study of public administration.
- Unit III:** Concepts of organization: importance, meaning, basis; formal and informal organization, theory of organization: classical theory, bureaucratic theory, human relation theory and behavioral theory, system theory.
- Unit IV :** Principles of organization: hierarchy, span of control, unity of command, authority & responsibility, authority & influence, supervision, delegation, coordination, centralization & decentralization.
- Unit V:** Structure of organization: chief executive and its role in organization; line, staff and auxiliary agencies, department, public corporation, independent regulatory commission. Head quarter field relationship.

Books Recommended

F.M.Marx (Ed.)	:	Elements of public administration
Awasthi and Maheshwari	:	Public administration
L.D.white	:	Introduction to the study of public administration
E.N.Gladden	:	A History of public administration
A.R. Tyagi	:	Public administration
Sharma & Sadana	:	Public administration

M A Public Administration
Paper 102 (Previous)
PUBLIC ADMINISTRATION IN INDIA
Max Marks 70 **Min Pass**

Marks 21

- Unit I :** Evaluation of India administration – Kautilya, Mughal period, British period. Frame Work of Indian polity – Federal Union, parliamentary government. Central- state relation- legislative, administrative and financial.
- Unit II:** Political executive at the union level: President, Prime Minister, Council of Ministers, and Cabinet Committee. Structure of central administration: central secretariat-home ministry, structure, function and its role. Cabinet secret, cabinet secretary, cabinet committees, Prime Minister Secretariat.
- Unit III:** Planning commission, national development council, state planning board, finance commission, control over administration – legislative, executive and judicial at central level.
- Unit IV:** State administration: Governor, chief minister council of ministers, state secretariat and directorates, chief secretary-functions and power its role in state administration.
- Unit V:** Issues area in administration: public participation in administration, redressal of citizens grievances, lokpal and lokayukta, corruption in administration: cases and remedies. Indian administration and globalization, movement of administrative reforms in India.

Books Recommended

S.R. maheshwari	:	Indian Administration
R.B. jain	:	Contemporary issues in Indian administration.
M.B. Pyle	:	Constitutional Government in India
Hoshiar singh	:	Public administration in India.
Awasthi A.	:	Central Administration
Dubey & Sharma H.	:	Public Administration in India
Jones, Morris	:	The Government & Politics of India

M A Public Administration
Paper 103 (Previous)
FINANCIAL ADMINISTRATION

Max Marks 70

Min Pass

Marks 21

- Unit I:** Evolution and significance of financial administration in India; agencies involved in financial administration in India. Meaning, features and causes of an under developed Economy in India.
- Unit II:** Budget: meaning, significance of budget. Principal of budgeting, types of budget; performance budgeting & performance budgeting in India; zero based budgeting PPBS.
- Unit III:** Budgetary process in India – Execution of Budget Legislative Financial control – Estimating committees, public account committee, committee on public undertaking.
- Unit IV:** Meaning of accounting and Auditing and Auditing in India Comptroller and Auditor General: Historical Background, Constitutional provision, role and Function since independence.
- Unit V:** Finance ministry: organization, functions and its role. RBI structure & Function, Central state Financial Relation, planning Commission & Finance Commission Organization, Function and its role.

Books Recommended

G.S.Lal	:	Financial Administration in India
M.J.K. Thavaraj	:	Financial Administration of India
B.P.Tyagi	:	Public Finance
Andley Sundram	:	Public Finance
S.S.Mookerje	:	Indian Public Finance and Financial Adm. (A.R.C. Report of the study team of Finance of Administration.)
Dr. P.N. Gautam	:	Financial Administration.

M A Public Administration
Paper 104 (Previous)
ADMINISTRATIVE THINKER

Max Marks 70

Min Pass

Marks 21

- Unit I:** Evaluation of administrative thought-I : Kautilya. Woodrow Wilson, F.W.Taylor.
- Unit II:** Evaluation of Administrative thought–II, Henry Fayol, Max Weber, L.Gullick and L.Urwick.
- Unit III:** M.P.Follet, Elton Mayo, Herbert Simon, C.Barnard.
- Unit IV:** Maslow, C.Argyris, F.Likert, F.Hirzberg, Douglas McGregor.
- Unit V:** Karl Marx, Yehezkel Dror, Fred Riggs, M. K. Gandhi.

Books Recommended

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|------------------------|---|--|
| 1. Prasad & Prasad | - | Administrative Thinker |
| 2. Shamsun Nisha Ali | - | Administrative Thinker |
| 3. C.S. George | - | History of Management Thought |
| 4. D.S. Pugh | - | Organization Selected Reading |
| 5. V.N.Ghoshal | - | History of Indian Political Ideas |
| 6. Rajeev Ranjan singh | - | Administrative Thinkers |
| 7. Verma V.P. | - | Modern Indian Social & Political Thought |
| 8. Sun Tzu | - | The Art of War. |

SCHOOL OF STUDIES IN DISTANCE EDUCATION
JIWAJI UNIVERSITY, GWALIOR



Syllabus

M. A. Public Administration (Final)

Scheme of Maximum and Minimum Marks in
Theory (TH), Assignment (AS) and Practical (PR)

Final Paper

Paper 201	:	Management Administration
Paper 202	:	Development Administration
Paper 203	:	Method And Techniques Of Research And Statistics
Paper 204	:	Project Work

Scheme of Examination

Each theory paper marks are divided into two parts:

- Theory paper will be of 70 marks for which minimum pass marks are 21.
- Assignment will be of 30 marks for which minimum pass marks will be 12.
- In aggregate passing marks of theory and Assignment should not be less than 40% in each subject.

M A in Public Administration (Final)

Paper	Max.			Min.			Total Min.
	Theory	Assig.	PR	Theory	Assig.	PR	
MPA 201	70	30	--	21	12	--	40
MPA 202	70	30	--	21	12	--	40
MPA 203	70	30	--	21	12	--	40
MPA Project report 204	--	--	100	--	--	40	40

40 % and above but less than 50 % in aggregate	:	Third Division
50 % and above but less than 60 % in aggregate	:	Second Division
60 % and above in aggregate	:	First Division
75 % and above in aggregate	:	First Division with

distraction

Note :- A candidate failing in one subject shall be allowed to appear in (Distance Mode) supplementary examination held with next year examination.

M.A. FINAL (PUBLIC ADMINISTRATION)

PAPER –201

MANAGEMENT ADMINISTRATION

Max Marks 70

Min Pass

Marks 21

- Unit – I:** Meaning, Nature, and Significance of management, task of management. Management by objective (M.B.O.), Management by Exception (M.B.E.), Scientific Management (F.W. Taylor).
- Unit – II:** Tool of Administrative Management. Decision making (Contribution of Heber Simon), Leadership Communication, Motivation.
- Unit – III:** Modern Theory of organization: socio-psychological Approach, Human relation in organization (Elton mayo), participative Management.
- Unit – IV:** Accountability and Control: Legislative, Executive and Judicial Control over Administration, Need for Public Participation in Administration.
- Unit – V:** Administration reforms. early Thinking an Attempt, O&M: Meaning, Nature function, Advantage and demerits' Administration reforms in India.

Books Recommended:

1. I. M. Bertmgrose - Organization and Their Meaning
2. D. Givishioni - Organization and Management
3. L.S. Shrinath - PERT & CPM-Principles and Applications
4. I.L.O. - Introduction to Work Study
5. Robins, Stephen P. - Organizational Management

PAPER – 202

M.A. FINAL (PUBLIC ADMINISTRATION)

DEVELOPMENT ADMINISTRATION

Max Marks 70

Min Pass

Marks 21

- Unit – I:** Development Administration: Concepts, Scopes and Significance. Development Administration and traditional Administration, Characteristics of administration in Developing Countries.
- Unit – II:** Planning: Project and Plan formulation, Plan Implementation and Evaluation.
- Unit – III:** Bureaucracy and Development Administration. Role of Bureaucracy in Plan formulation and its implementation Development Administration – Interactions between Bureaucracy and Citizens. People's Participation in Development.
- Unit – IV:** Development Administration Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists.
- Unit – V:** Development administration in India: Need Purpose, and importance of Development Administration in India context. Administration for Development early experiment: Community Development Program and role of Five year Plan in development.

Books Recommended:

1. Mishra & Puri - Indian Economy
2. Robson , W.A. - Problem of Nationalized Industry.
3. Khera S.S. - Government in Business.
4. Henson, A.H. - Public Enterprises and Economic Development.

PAPER – 203
M.A. FINAL (PUBLIC ADMINISTRATION)

METHOD AND TECHNIQUES OF RESEARCH AND STATISTICS

Max Marks 70

Min Pass

Marks 21

Unit – I: Meaning nature and scope of social research, motivating factor and basic assumption of social research, reasons of studying research methodology (importance of research methodology). Pure and applied research interdisciplinary research, meaning.

Unit – II: The scientific method, meaning characteristics and its significance in public administration, various stages in scientific methods. The scientific method and the study of value. Formulation of research problem research designs, concept of hypothesis.

Unit – III: Source of data with special reference to primary and secondary data, selection of universes and various procedures of samplings, observation, questionnaires, schedules and interviews.

Unit – IV: Nature of study: Panel study, case study, area studies, concept of property space coding, tabulation and classification, report writing, theory building in public administration.

Unit – V: Data analysis statistical method, their meaning, significance, process and limitations. Measure of central of central tendency (mean, median, and mode). Measure of dispersion (range, quartile, deviation mean deviation and standard deviation).

Books Recommended:

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|----------------------|---|---------------------------------------|
| 1. 1. Goodi and Hatt | - | Method in Social Research |
| 2. P.V. Young | - | Scientific Social Survey and Research |
| 3. John Galtung | - | Theory, Methods & Social Research |
| 4. B.M. Jain | - | Research Methodology. |
| 5. S.R. Kothari | - | Research Methodology. |

PAPER – 204 (Optional)
M.A. FINAL (PUBLIC ADMINISTRATION)

Project Work