

**Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad.**

Public Administration

**Revised Syllabus of M. A.
(Semester I & II)**

(Effective from June 2009)

Public Administration

Objectives of Syllabus

1. To give detailed knowledge to the students
2. To give subjective knowledge step by step, i.e. simple and introductory knowledge for first year.
3. To prepare students for competitive examination such as NET, SET, MPSC, UPSC etc.
4. To give holistic knowledge to the students by interesting syllabus.
5. To develop technical analytical skill in students.

Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD

Structure of Courses in Public Administration

M.A. First Year**SEMESTER –I**

Paper Code No.	Paper No.	Title of Paper	Credits	Marks		
				Internal Assessment	Term end examination	Total
PA - 1001	I	Modern Public Administration	04	20	30	50
PA-1002	II	Social Welfare & Economic Administration in India	04	20	30	50
PA-1003	III	Research Methodology	04	20	30	50
PA-1004	IV	Comparative Public Administration (UK & USA)	04	20	30	50
PA-1005	IV (OR)	Management Science	04	20	30	50
		Total Credits & marks of semester – I	16	80	120	200

SEMESTER –II

Paper Code No.	Paper No.	Title of Paper	Credits	Marks		
				Internal Assessment	Term end examination	Total
PA - 1006	V	Modern Public Administration	04	20	30	50
PA-1007	VI	Social Welfare & Economic Administration in India	04	20	30	50
PA-1008	VII	Research Methodology	04	20	30	50
PA-1009	VIII	Comparative Public Administration (UK & USA)	04	20	30	50
PA-1010	VIII (OR)	Management Science (OR)	04	20	30	50
		Total Credits & marks of semester – II	16	80	120	200
		Total Credits & Marks of M.A. I Year	32	160	240	400

Internal Assessment : A) Class Test – 10 Marks

B) Home Assignment – 10 Marks

Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD

PUBLIC - ADMINISTRATION

REVISED SYLLABUS OF M. A. First Year

(Effective from – June 2009)

Semester – I

- Paper-I-PA-1001 : Modern Public Administration
Paper-II- PA-1002 : Social Welfare & Economic Administration
in India
Paper-III-PA-1003 : Research Methodology.
Paper –IV-PA-1004 : Comparative Public Administration
(U.K. & U.S.A.)
OR
-PA-1005 : Management Science.

Semester – II

- Paper-V-PA-1006 : Modern Public Administration
Paper-VI- PA-1007 : Social Welfare & Economic Administration
in India
Paper-VII-PA-1008 : Research Methodology.
Paper –VIII-PA-1009: Comparative Public Administration
(U.K. & U.S.A.)
OR
-PA-1010 : Management Science.

Chairman

Prof. M. R. More
B.O.S.Pub. Admn.

Semester – I

Paper-I : Modern Public Administration

PA-1001 (Effective from – June 2009)

Course Rationale :

Public Administration as a discipline is a recent origin. This course helps to understand the subject to the students in its different aspects – theoretical and operational. This would also help them to develop suitable perspective about the discipline and ground them in the contextual evolution of the principle and elements of public administration.

	Periods
1. Public Administration -	15
i) Meaning, nature, scope & significance	
ii) Evolution of Public Administration as a discipline.	
iii) Role of Public Administration in Developing Society.	
2. Approaches to the study of Public Administration -	15
i) Development	
ii) Public Policy	
iii) Structural functional	
iv) Ecological	
3. Theories of Public Administration -	15
i) Human O Relations	
ii) Behavioural	
iii) Motivation	
4. Principles of Organisation -	15
i) Unity of Command – Meaning, Merits & demerits.	
ii) Centralization & Decentralization – Meaning Merits & demerits.	
iii) Delegation of Authority – Meaning, need & benefits.	

READINGS

- 1) Felix Nigro and Liyod Nigro : Modern Publication – Happer and Row Publishers, New York 1989
- 2) Necholas Henry : Public Administration and Public Affairs Prentice Hall, New Jersey, 1980
- 3) S.R. Maheswari : Theories and Concepts in Public Administration Allid Publishers, New Delhi, 1994
- 4) Awasthi and Maheshwari : Public Administration – Laxminarain Agarwal, Agr. 1997
- 5) Rumki Basu : Public Administration Concepts and Theories Sterling Publishers, New Delhi, 1996
- 6) Mohit Bhattacharya : Public Administration – World Press, Calcutta, 1991
- 7) Mohit Bhattacharya : New Horizons in Public Administration – Jawahar Publishers, New Delhi, 1999
- 8) A. R. Tuagi : Public Administration – Atna Ram and Sons New Delhi, 1990
- 9) Sharma & Sadana B.L.: Public Administration in Theory and Practice, Kitab Mahal, Allahabad, 1996
- 10) Goel S. L. : Advanced Public Administration – Sterling, New Delhi, 1994

- २४) डॉ. सुरेंद्र कटारिया : प्रशासनिक सिध्दांत एवं प्रबन्ध नॅशनल पब्लिकेशन
हाऊस, जयपूर २००४
- २५) डॉ. बी. एल. फडीया : भारत में लोकप्रशासन - साहित्य भवन पब्लिकेशन,
आग्रा - २०००
- २६) डॉ. पारस बोरा व
डॉ. शाम सिरसाठ : लोकप्रशासनशास्त्र ज्ञान संमिधा पब्लिशींग वर्ल्ड,
औरंगाबाद २००५
- २७) प्रा. एन. आर. ईनामदार : लोकप्रशासन - दास्ताने रामचंद्र आणि के. पुणे
- २८) प्रा. के. आर. बंग : लोकप्रशासनाची तत्वे - विद्या बुक्स, औरंगाबाद
- २९) डॉ. शांताराम भोगले : लोकप्रशासनाचे सिध्दांत व कार्यपध्दती -
कैलास पब्लिकेशन, औरंगाबाद
- ३०) डॉ. पी. व्ही. भुताळे : लोकप्रशासन - सहयाद्री प्रकाशन, नांदेड

Semester – I

Paper-II : Social Welfare & Economic Administration In India
PA-1002 (Effective from – June 2009)

Course Rationale :

Social and economical administration is an important of achieving social welfare and human well-being through effective implementation of various plans and policies of the government. The course focus on the organizational structure and functioning of the concerned department and Boards. It also helps to understand different policies and schemes sponsored by both the Governments – central and state.

	Periods
1. Social Welfare Public Administration -	15
i) Meaning, nature, scope & Importance	
ii) Social Justice	
iii) Social Change	
iv) Social Security	
2. Welfare State -	10
i) Meaning, Nature & Scope (With Special reference to India)	
ii) Social Legislation & their Implications	
3. Organizational Structure & Functioning -	15
i) Central Ministry of Social Welfare	
ii) Central Social Welfare Board	
iii) State Department of Social Welfare	
iv) State Social Welfare Advisory Board	
v) NGO & Voluntary organizations.	

4. Major Social Sectors & Welfare Issues - 12
- i) Health Policy
 - ii) Educational Policy
 - iii) Women & Child Welfare
 - iv) Youth Welfare
 - v) Welfare of Handicapped.
5. Welfare Schemes - 08
- i) Women Self-Help Groups
 - ii) Anti-Poverty Programmes
 - iii) Employment – Guarantee Scheme.

READINGS

- 1) V. M. Kulkarni : Social Administration
- 2) S. L. Goel : Social Welfare Administration
- 3) Dr. D. R. Sachdev : Social Welfare Administration
in India
- 4) G. B. Sharma : Social Administration in India
- 5) Dr. Madan G. R. : Indian Social Problems
- 6) Ruddar Datta & : Indian Economy – S. Chand & O.,
New Delhi 1968
- 7) R. S. Davar : Structural Change in India Economy-
Guru Nanakdeo Uni., Press, Amritsar
- 8) A. K. Jain : Economic Planning in India – Ashish
Publication, New Delhi 1989
- 9) Jha. P. : Modern Public Economics, Routledge
Publication, London.
- 10) Bimal Jalan : Economic Problem & Prospects –
Viking Pub., New Delhi.
- 11) Dr. B. P. Tyagi : Agricultural Economics & Rural
Development Jai Prakash Nath
Company, Meerut 2000
- १२) प्रा. लक्ष्मण कोतापल्ले : सामाजिक प्रशासन - कल्पना प्रकाशन,
नांदेड २०००
- १३) डॉ. सुरेंद्र कटारीया : सामाजिक प्रशासन - आर. बी. एस.ए.
पब्लिशर्स, जयपूर
- १४) डॉ. दयाकृष्ण मिस्त्र एवं : सामाजिक प्रशासन
ए. एस. राठोड

- १५) डॉ. सचदेव डी. आर. : भारत मे समाज कल्याण प्रशासन -
किताब महाल, दिल्ली
- १६) डॉ. बी. एल. माथूर : आर्थिक निती एवंम प्रशासन -
आर.बी. एस.ए. पब्लिशर्स, जयपूर
- १७) श्री. ओ.पी. शर्मा : भारत में नियोजित विकास और आर्थिक
उदारीकरण - आर.बी.एस.ए. पब्लिशर्स, जयपूर
- १८) डॉ. देसाई व डॉ. भालेराव : भारतीय अर्थव्यवस्था - निराली प्रकाशन, पुणे १९९८
- १९) डॉ. आर.एस. साळुंके व
प्रा. व्ही.बी. काकडे : भारतीय अर्थव्यवस्था - विद्या पब्लिशर्स,
औरंगाबाद २००३
- २०) डॉ. अशोक बोरीकर : भारतीय नियोजन

Semester – I

Paper-III : Research Methodology.

PA-1003 (Effective from – June 2009)

Course Rationale :

Every social science has its own limitations and needs more detailed and scientific study. The research in social science helps to bring new ideas, concepts and theories in that respected subject. The purpose of the course is to create awareness among the students about the hypotheses, formulation of problem and various methods of data collection and research, especially in the discipline of public administration.

	Periods
1. Research -	10
i) Meaning, Importance & type	
ii) Scientific Method – Meaning, Characteristics & Various Stages.	
2. Social Research -	10
i) Meaning & Objectives	
ii) Importance of Social Research.	
3. Objectivity -	14
i) Meaning & Importance	
ii) Difficulties in achieving objectivity.	
iii) Mean of achieving objectivity.	
4. Formulation of Problem	14
i) Meaning & Factors in formulation of problem.	
ii) Process of problem formulation.	
5. Hypothesis	12
i) Definition & Characteristics	
ii) Importance of Hypothesis.	
iii) Types of Hypothesis	

READINGS

- 1) B. N. Ghos : “Scientific methods and social Research” sterling publishers Pvt. Ltd., New Delhi 1987
- 2) C. R. Kothari : “Research methods”, Wiley Eastern Ltd., New Delhi 185
- 3) C.R. Kothari : “Research Methodology : Method and Techniques”, Vishwa Publication, New Delhi 2001
- 4) P. V. Young : “Scientific Social Survey & Research” Prentice Hall, New York, 1960
- 5) Wilkinson and Bhandarkar : “Methodology and Techniques of Social Research, Bombay 1984
- 6) B.C. Tondon : “Research Methodology in Social Sciences”, Allahabada 1979
- 7) V. Bhaskar Rao, Arvind K. Sharma : “Public Administration”, Quest for Identify Vikas Publishing House Pvt. Ltd., New Delhi-1997
- 8) Premlata Sharma : “Public Administration : Theory and Practice” Mangal Deep Publications, Jaipur India.
- 9) Dr. Sushama Gupta : “Research in Public Management and Administration, ABD Publishers, Jaipur, India.
- 10) ICSSR : A Survey of Research in Public Administration, Vol. I,II & III Allied Publisher, Bombay and New Delhi.

- 11) Perry J. I., : “Research Methodology in the Public
Kraemer K. L. Administration : Issues & Patterns in
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- 12) N. Gillbert (ed) : “Researching Social Life, London,
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- 13) Louise H. Kider : Research Methods in Social Relations
–G.B. S. Publishing, Japan Ltd. 1986
- १४) डॉ. एस.एम. लवानिया एवं : समाजशास्त्रीय अनुसंधान, रिसर्च पब्लिकेशन, जयपुर
शशी के.जैन
- १५) श्री. राम अहुजा : सामाजिक सर्वेक्षण एवं अनुसंधान, रावत पब्लिकेशन,
जयपुर २००३
- १६) डॉ. हरश्चिंद्र उपाध्याय : सामाजिक सर्वेक्षण अनुसंधान एवं सांख्यिकी, नई दिल्ली
- १७) डॉ. पु. ल. भांडारकर : सामाजिक संशोधन पध्दती - महाराष्ट्र विद्यापीठ ग्रंथ
निर्मिती मंडळ, नागपूर
- १८) डॉ. प्रदिप आगलावे : संशोधन पध्दती शास्त्र व तंत्रे, विद्या प्रकाशन,
नागपूर २०००
- १९) प्रा. र. ना. घाटोळे : सामाजिकशास्त्रीय संशोधन पध्दती, तत्त्वे आणि पध्दत,
श्री. मंगेश प्रकाशन, नागपुर १९९२.
- २०) बोधनकर व आलोणी : सामाजिक संशोधन पध्दती, श्री साईनाथ प्रकाशन,
नागपूर १९९९

Semester – I

Paper-IV : Comparative Public Administration (U.K. & U. S.A.)
PA-1004 (Effective from – June 2009)

Course Rationale :

Comparative study makes more scientific to the study of any subject in social sciences. The course helps the students to study administrative organizations in a comparative framework making the study comprehensive and scientific. It also deals with various aspects of administration and their interlinking and interactions.

	Periods
1. Comparative Public Administration -	10
i) Meaning, Nature, Scope & Importance	
ii) Evolution of comparative Public Administration.	
2. Conceptual Approach in Comparative Public Administration	20
A) Traditional Approach	
i) Historical Approach	
ii) Political Approach	
iii) Scientific Approach	
B) Contemporary Approach	
i) Structural – Functional Approach	
ii) Ecological Approach	
iii) Behavioral Approach	
3. Administrative System	15
i) Features	
ii) Legislature	
iii) Executive	
iv) Judiciary	
4. Personnel Administration	15
i) Features of Civil Services	
ii) Recruitment	
iii) Training	
iv) Promotion	
v) Retirement Benefits	

READINGS

- 1) F. W. Riggs : The Ecology Public Administration – Asia Publishing House, Bombay 1961
- 2) Ferral Heady : Public Administration – A comparative Perspective- Marcel Dekkar, New York 1979
- 3) Rammesh K. Arora : Comparative Public Administration – Associated Publishing, House, New Delhi 1985
- 4) A. R. Tyagi : Public Administration – Atma Rama and Sons, New Delhi, 1990
- 5) V.N.Vishwanathan : Comparative Public Administration – Steriling Publisher Pvt. Ltd., New Delhi 1995
- 6) Riggs F. W. : Trends in the Comparative Study of Public Administration –International Review of Administrative Science, Sect. 28, 1962
- 7) D. Waldo : Comparative Public Administration : Performance and Problems Pristem La Baraton University of Washington Press-1968
- 8) George F. Grant : Development Administration : Concept, Goals, Methods – The University of Wisconsin Press, Madison, Wisconsin, 1979

- 9) W. J. Siffan : Towards the Comparative Study of Public Administration, Indian University Press, Bloomington, Indian 1959
- 10) J.D. Montgonmery & : Approaches to Development, Politics, Administration & Change, W.J.Siffin McGraw – Hill Book Co., New York.
- 11) Preston le Breton : Comparative Administrative Theory, University of Washington, Press, Seattle
- १२) प्रा. ए. पी. अवस्थी : तुलनात्मक लोकप्रशासन - लक्ष्मीनारायण अग्रवाल, आग्रा-२००२
- १३) डॉ. सुरेंद्र कटारीया : तुलनात्मक लोकप्रशासन - आर.बी. एस.ए. पब्लिशर्स, जयपुर
- १४) डॉ. सी.एम. जैन एवं डॉ. हरीशचंद्र शर्मा : सेवावर्गीय प्रशासन, रिसर्च पब्लिकेशन, जयपूर
- १५) आर. के. अरोरा : तुलनात्मक लोकप्रशासन - राजस्थान हिंदी ग्रंथ अँकेडमी, जयपूर १९७५
- १६) डॉ. रा.अ. तिजारे व डॉ. म.पा. कुलकर्णी : तुलनात्मक प्रशासन - मंगेश प्रकाशन, नागपूर १९८०

Semester – I

Paper – IV (OR) Management Science
PA – 1005 (Effective from – June 2009)

Course Rationale :

Management and administration are the two sides of a single coin. One of the most important human activities is management. This course helps to give a vision to the students to make up their minds to understand the management as a special discipline.

	Periods
1. Management	13
i) Meaning & Nature	
ii) Scope & Importance of Management	
iii) Difference between Management & Administration.	
2. Management Science	12
i) Meaning & Significance	
ii) Principles of Management Science	
iii) Evolution of Management	
3. Approaches to Management Science.	12
i) Behavioral	
ii) Classical	
iii) Systems	
iv) Environmental	
4. Management Patterns	13
i) Management by objectives	
ii) Management by Exceptions	
iii) Management by Research	
5. Management Leadership	10
i) Leadership styles	
ii) Leadership qualities, effectiveness.	

READINGS

- 1) Gludes George : Evolution of Management Thought –
Prentice Hall, New York 1968
- 2) Brech E.F.L. (Ed.) : Principles and Practice of
Management Orient Longman, N4
- 3) Tom Luptom : Management and Social Sciences –
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- 6) M.L. Mishra : Contemporary Management,
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- 7) John A. : Management Techniques,
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- 10) T. N. Chhabra : Principles and Practice of
Management – Dhanpal Rai &
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- 11) Massie Joseph : Essentials of Management –
Prentice Hall, New Delhi.
- 12) Awathi & Maheshwari : Public Administration – Laminarayan
Agrawal, Agra 1997

M. A. I Year	Public Administration	Effective from June 2009
१३)	डॉ. शांताराम भोगले	: लोकप्रशासनाचे सिध्दांत व कार्यपध्दती - कैलास पब्लिकेशन, औरंगाबाद
१४)	डॉ. पारस बोरा व डॉ. शाम सिरसाठ	: लोकप्रशासनशास्त्र ज्ञानसंमिधा पब्लिशींग वर्ल्ड, औरंगाबाद २००५
१५)	प्रा. के. आर. बंग	: लोकप्रशासनाची तत्वे - विद्या बुक्स, औरंगाबाद
१६)	प्रा. एन. आर. ईनामदार	: लोकप्रशासन - दास्ताने रामचंद्र आणि के. पुणे

Semester –II

Paper – V Modern Public Administration

PA – 1006 (Effective from June 2009)

	Period
1. Line & staff Agencies – Meaning, types & functions	15
i) Department - Meaning, features	
ii) Public Corporation - Meaning, features	
iii) Independent regulatory commission – Meaning, features.	
2. Citizen & Administration	10
i) Lok Ayukt	
ii) Political Parties & Pressure groups	
3. Administrative Law : Meaning & Importance	10
i) Administrative tribunals	
ii) Delegated Legislation	
4. Administrative Reforms	15
i) Objectives of administrative reforms.	
ii) Administrative reforms commission	
a) Gorwala and apple by committee and their recommendations	
b) Sarkariya Commission & their recommendations.	
5. Recent trends in Public Administration	10
i) New Public Management	
ii) Civil society	
iii) Enterprennal Government	
iv) Sustainable development	

READINGS

1. Felix Nigro and Liyod Nigro : Modern Publication – Happer and Row Publishers New York 1989
2. Necholas Henry : Public Administration and Public Affairs Prentice Hall, New Jersey, 1980
3. S.R. Maheswari : Theories and Concepts in Public Administration Allid Publishers, New Delhi, 1994
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(Heinemann, London 1970)
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17. R.J.S. Baker : Administrative Theory and Public
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Introduction, (Mac Millan India Ltd.)
19. Anilkumar and : Organisation Theory.
Rakesh Gupta
20. H. Koontz & C.O.Donnel : Management-4 Systems and
Contingency Analysis of Managerial
Functions – M.C. Graw Hill Ltd.,
1976
21. Ernest Dale and : Modern Management Techniques.
L. C. Michelon
22. Rakesh Gupta : The Process of Management, V.K.
Publishing House, Barcilly.
23. Barthwal C.P. : Understanding Management.
- २४) डॉ. सुरेंद्र कटारिया : प्रशासनिक सिद्धांत एवं प्रबंध नॅशनल पब्लिकेशन
हाऊस, जयपूर २००४

- २५) डॉ. बी. एल. फडीया : भारत में लोकप्रशासन - साहित्य भवन पब्लिकेशन,
आग्रा - २०००
- २६) डॉ. पारस बोरा व : लोकप्रशासनशास्त्र ज्ञान संमिधा पब्लिशिंग वर्ल्ड,
डॉ. शाम सिरसाठ औरंगाबाद २००५
- २७) प्रा. एन. आर. ईनामदार : लोकप्रशासन - दास्ताने रामचंद्र आणि के. पुणे
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Semester –II

Paper – VI - Social Welfare & Economic Administration in India
PA – 1007 (Effective from June 2009)

	Period
1. Economic Administration -	10
i) Meaning, nature & scope.	
ii) Characteristics & limitations of Economic administration.	
2. Constitutional provisions for economic administration	10
i) Constitutional economic important	
ii) Economic aspect of constitutional fundamental rights.	
iii) Directive principles of constitutional economic provisions.	
3. Economic Policy in India since Independence	10
i) Concept of mixed economy	
ii) Industrial policy resolutions (1948, 1956 & 1991)	
4. Public Enterprises	12
i) Meaning & features	
ii) Growth of Public Enterprises in India	
iii) Problem of Management.	
iv) Accountability of autonomy of Public Enterprises.	
5. Structure of Economic administration	10
i) Planning commission	
ii) State Planning Commission	
iii) District Planning Committee	
6. New Economic policy	08
i) Liberalization	
ii) Privatization	
iii) Globalization	
iv) Disinvestment.	

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Semester –II

Paper – VII - Research Methodology.

PA – 1008 (Effective from June 2009)

	Period
1. Research Design	12
i) Meaning and objects	
ii) Types of research design	
iii) Essential factors in research design	
2. Sampling	12
i) Meaning and characteristics of sampling	
ii) Types of sampling	
iii) Advantages of sampling	
3. Data Collection	14
i) Meaning and importance of data collection.	
ii) Source of data collection	
iii) Techniques of data collection –	
a) Observation	b) Interviews
c) Questionnaire	d) Schedule
e) Case study.	
4. Data processing	14
i) Classification	ii) Tabulation
iii) Conclusion	iv) Report writing
v) Use of Computer and Internet	
5. Measures of central tendency	08
i) Mean – meaning, characteristics and types	
ii) Median – meaning, characteristics and method	
iii) Mode – meaning, characteristics and method	

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जयपुर २००३
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निर्मिती मंडळ, नागपूर
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श्री. मंगेश प्रकाशन, नागपुर १९९२.
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नागपूर १९९९

Semester –II

Paper – VIII - Comparative Public Administration (U.K. & U.S.A.)

PA – 1009 (Effective from June 2009)

	Period
1. Financial Administration	10
i) Budgetary process	
ii) Agencies of financial Administration	
iii) Control over financial administration	
2. Control over public administration	10
i) Agencies of control	
ii) Responsibility towards people	
3. Citizen and administration	06
i) Machinery for redressed of citizens grievances	
4. Local Self Government	34
i) Features	
ii) Institution	
A) United Kingdom	
i) County Borough	
ii) Administrative county	
iii) Municipal Borough	
iv) Urban districts	
v) Rural districts	
vi) Parishes	
B) United States of America	
i) The mayor council form	
ii) The Commission Form	
iii) The Council Manager Form	

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Semester –II

Paper – VIII (OR) - Management Science

PA – 1010 (Effective from June 2009)

	Period
1. Management Functions. (A)	15
i) Planning : Meaning, objectives & types.	
ii) Organisation : Meaning, importance & types	
iii) Decision making : Meaning, importance & process	
2. Management functions (B)	20
i) Direction : Meaning, importance & characteristics	
ii) Communication : Meaning, characteristics & media	
iii) Morale : Meaning, factor, determining the employees morale.	
iv) Control : Meaning, need and techniques	
3. Management Improvement	13
i) O & M	
ii) Training	
iii) Stress Management	
4. Management of Change	12
i) Concept and reasons of change	
ii) Causes of resistance of change.	

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डॉ. शाम सिरसाठ औरंगाबाद २००५
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