

**DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Public Administration**

Revised Syllabus of  
M.A. Second Year

Semester – III<sup>rd</sup> & IV<sup>th</sup>

[Effective from :- 2010-11]

**June - 2010**

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD.**

**PUBLIC ADMINISTRATION**

**Revised Syllabus of  
M.A. Second Year**

**Semester-III<sup>rd</sup> & IV<sup>th</sup>  
(Effective from : June 2011)**

**SEMESTER - III**

PA-1011 - Paper – IX - Administrative Thinkers

PA-1012 - Paper – X - Rural Development Administration in India

PA-1013 - Paper – XI - Office Management

PA-1014 - Paper – XII - Public Policy

Or

Paper – XII - International Administration

**SEMESTER – IV**

PA-1015 - Paper – XIII - Management Thinkers

PA-1016 - Paper – XIV - Rural Development Administration in India

PA-1017 - Paper – XV - Office Management

PA-1018 - Paper – XVI - Public Policy

Or

Paper – XVI - International Administration

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
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**PUBLIC ADMINISTRATION**

**Revised Syllabus of  
M.A. Second Year**

**Semester-III<sup>rd</sup>  
(Effective from : June 2010-11)**

**SEMESTER - III**

PA-1011 - Paper – IX - Administrative Thinkers

PA-1012 - Paper – X - Rural Development Administration in India

PA-1013 - Paper – XI - Office Management

PA-1014 - Paper – XII - Public Policy

Or

Paper – XII - International Administration

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD.**

**Structure of Courses in Public Administration  
M.A. Second Year**

**Semester-III<sup>rd</sup>**

(Effective from : June 2010-11)

Paper Code. No	Paper No.	Title of Paper	Credits	Marks		
				Internal Assessment	Term and Examination	Total
PA-1011	IX	Administrative Thinkers	04	20	30	50
PA-1012	X	Rural Development Administration in India	04	20	30	50
PA-1013	XI	Office Management	04	20	30	50
PA-1014	XII	Public Policy	04	20	30	50
OR						
	XII	International Administration	04	20	30	50

**Public Administration**  
**M.A. Second Year**  
**Semester-III<sup>rd</sup>**  
**(Effective from : June 2010-11)**

**PA-1011 Paper- IX Administrative Thinkers**

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		Periods
1.	Paul Appleby : a) Views on Public Administration b) Decentralised Democracy c) Views on Indian Administration	15
2.	Mahatma Gandhi : a) Concept of Rural Development b) Concept of Swadeshi c) Concept of Trustteeship	15
3.	Luther Gullick : a) Principles of Organisation b) Theory of Departmentalisation c) Views on Public Administration	15
4.	Woodrow Wilson : a) Views on Administration & Politics b) Comparative Administration c) Public Opinion	15

**Reference /Recommended Books :-**

1. S.R. Meheshwari - Administrative Thinkers  
Macmillan India Ltd. Mumbai-  
1998
2. H.R. Mukhi - Administrative Thinkers
3. Ravindra Prasad - Administrative Thinkers.  
& Others
4. S.P. Naidu - Public Administration Concepts  
and Theories
5. Sum Sun Nisali - Eminent Administrative Thinkers-  
Acosiated Publising House, New  
Delhi-1984
6. प्रा.लक्ष्मण कोतापल्ले - विसाव्या शतकातील प्रशासकीय विचारवंत-  
निर्मल प्रकाशन- नांदेड, २००५.
7. डॉ.एस.टी.सिरसाट, - प्रशासकीय विचारवंत  
प्रा.जितेंद्र वासनिक व प्रा.बैनाडे ज्ञानसमिधा पब्लिसिंग वर्ल्ड, औरंगाबाद-२००३.
8. श्री.चंद्रा हिरावत - प्रशासकीय विचारक

**Public Administration**  
**M.A. Second Year**  
**Semester-III<sup>rd</sup>**  
**(Effective from : June 2010-11)**

**PA-1012 Paper – X - Rural Development Administration In India**

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	Periods
1. Rural Development Administration :	15
Meaning, Nature, Scope & Importance	
2. Approaches to rural Development :	15
a) Community Development Programme	
b) Integrated Development	
c) Area Development	
3. Role of Panchayat Raj Institutions in Rural Development :	15
4. Organisation for rural Development :	15
a) Rural Development Department in Central Government	
b) Rural Development Department in Maharashtra.	
c) District Planning Committee	

**Reference/ Recommended Books :-**

1. Durgesh Nandini - Rural Development Administration  
Rawat Publication, New Delhi.
2. P.W. Purushottam/ - Development Administration,  
M.Karamatullah A Rural Perspective,  
Kanishka Publishing House,  
Delhi-1993
3. C.M. Vijay - Rural Development in India
4. डॉ.श्रीनाथ शर्मा एवं - पंचायत राज एवं ग्रामीण विकास  
डॉ.मनोजकुमार सिंह अदित्य पब्लिशर्स बीना -२०००
5. प्रा.वा.ब.पाटील - विकासाचे प्रशासन  
विद्या प्रकाशन नागपुर-१९९९.
6. श्री. मनोज आवळे - पंचायत राज कार्य,कायदा व योजना-  
अनुबंध प्रकाशन, पुणे-२०००
7. श्री.शाम दौंडकर - पंचायत राज कारभार आणि योजना.
8. डॉ.प्रीती जोशी - विकास प्रशासन
9. प्रा.कुलकर्णी व धुत - बॅकिंगची तत्वे व ग्रामीण विकास
10. भारत सरकार ग्रामीण - स्वर्णजयंती स्वयंरोजगार योजना  
विकास मंत्रालय
11. डॉ.ए.पी.अवस्थी - विकास प्रशासन
12. प्रा.के.आर.बंग - विकास प्रशासन
13. यशदा पुणे - ग्राम विकासाची दिशा आणि पंचायत राज प्रशासन  
यशदा-पुणे.
14. डॉ.एस.टी.सिरसाट व प्रा.बैनाडे - भारतातील स्थानिक स्वराज्य संस्था
15. श्री.मनोज पाटील - केंद्र व राज्य शासनाच्या विकासाच्या योजना चौधरी  
कै. पब्लिशर्स, पुणे-२००७.



**Public Administration**  
**M.A. Second Year**  
**Semester-III<sup>rd</sup>**  
**(Effective from : June 2010-11)**

**PA-1013 - Paper – XI - Office Management**

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	Periods
1. Office and Office Management :	15
a) Meaning, Importance & functions of office	
b) Meanig, & functions of office management	
c) Role of Office Manager	
2. Office Organisation :	15
a) Meaning & Importance of Office Organisation	
b) Principles of Office Organisation	
3. Office Accomodation :	15
a) Importance of Office Accomodation	
b) Location, Layout and furniture	
c) Working conditions – Lighting, Ventilation, Security, Cleaness and Sanitation, office Machines	
4. Office Systems and Procedures :	15
a) Meaning and Objects of office system	
b) Advantages of office system	
c) Flow of work	
d) Office Procedures	

**Reference/ Recommended Books :**

1. K.K. Sharma : Modern office Management – Mangal Deep Publication, Jaipur
2. Prashant K. Ghosh : Office Management-Sultan Chand & Sons Publishers, New Delhi-1980
3. Berry J. : Developments in Office Management
4. Neuner and Kipling: Modern Office Management
5. R.A.Chopra : Office Administration Management
6. Devis and Stelson : Office Administration
7. Govt. Of Maharashtra : Guidelines of Office Administration
8. S.P.Arora : Office Organization and Management
9. नरेंद्रसिंह बिस्ट : कार्यालय प्रबंध - हिमालया पब्लिसिंग हाऊस, मुंबई-१९९२.
10. डॉ.प्रभाकर देशमुख : कार्यालय व्यवस्थापन आणि प्रशासन- पिंपळापुरे अॅण्ड के .पब्लिशर्स, नागपूर
11. डॉ.महेश कुलकर्णी व डॉ.बियाणी : कार्यालय व्यवस्थापन - निराली प्रकाशन,पुणे-१९९९
12. श्री.खरे व उखळकर : वाणिज्य कार्य पध्दती आणि कार्यालय व्यवस्थापन- विद्या प्रकाशन, नागपूर-१९९८
13. प्रा.मेघे व प्रा.येऊळकर : कार्यालय व्यवस्थापन आणि पत्रव्यवहार - श्री मंगेश प्रकाशन, नागपूर-१९८३.
14. प्रा.सी.पी. फडके : कार्यालय प्रशासन

**Public Administration**  
**M.A. Second Year**  
**Semester-III<sup>rd</sup>**  
**(Effective from : June 2010-11)**

**PA-1014 - Paper – XII - Public Policy**

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	Periods
1. Public Policy : <ul style="list-style-type: none"> <li>a) Meaning, Nature, Objectives &amp; Significance of Public Policy</li> <li>b) Types of Public Policy</li> <li>c) Stages in Public Policy Process</li> </ul>	25
2. Policy Making Process : <ul style="list-style-type: none"> <li>a) Contextual Setting of Policy making</li> <li>b) Characteristics of public policy making</li> <li>c) Institutional arrangement for policy making, legislature, Executive, Judiciary, Bureaucracy, voluntary/Non Governmental Organisation, Political Parties, Pressure Groups &amp; Mass Media.</li> <li>d) Public Opinion and Public Policy Making.</li> <li>e) Constraints in Public Policy Making.</li> </ul>	35

**Reference/ Recommended Books:**

1. Anderson James - Public Policy making, New Delhi-1925.
2. Woll Peter - Public Policy, Cambridge-1974.
3. Brewer G.and Declen p - The Foundation of Public Policy analysis, Attalantic, New Delhi.
4. Harold Lass Well - Preview of Policy Science
5. Learner D. & Hasswell H. - The Policy Science.
6. Bimal Jalan - Essays in Development Policy
7. Charles Lindblom - Policy Making Process
8. Thomas Dye - Understanding Public Policy
9. R.K. Sapru - Public Policy
10. Hogwood B. & Ptersquy - Policy Dynamics wheat sheaf (UK)

**Public Administration**  
**M.A. Second Year**  
**Semester-III<sup>rd</sup>**  
**(Effective from : June 2010-11)**

**PA-1014 - Paper – XII (OR) - International Administration**

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		Periods
1.	International Administration :	15
	a) Meaning, Nature, Scop of International Administration.	
	b) Importantance of International Administration.	
2.	League of Nations :	15
	a) Objectives and Organisation	
	b) Functions and causes of failure	
3.	United Nations Organisation :	15
	a) Formation & Basic Principles of UNO	
	b) Aim & Objectives of UNO	
4.	U.N.O. : Structure and Functions	15
	a) General Assembly	
	b) Security Council	
	c) Economic and Social Council	
	d) International Court of Justice	

**Reference/ Recommended Books:**

1. Rumki Basu : Personnel Administration in United Nations – Sterling-1989
2. Hoshiyar Sing : International Civil Service - Sterling-1975
3. G.J.Mangone : A Short History of International Organization-New York -1964
4. Goodrich L.N.and Hambro E : The Charter of the United Nations, Commentary and Documents-1949
5. Hogen Willard and Walters : A History of League of Nations-Londno-1952
6. Stephon Goodspeed : Nature and Functions of International Organization-New York-1967
7. Young T.C. : International Civil Service Principles and Problems
8. Hill Norman : International Administration
9. Royal Institute of International Affairs – The International Secretariat iof future.
10. डॉ.पी.के.एकंबेकर व डॉ.कतुरवार : आंतरराष्ट्रीय प्रशासन - ओमसाई प्रकाशन, देगलूर- २००९.

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**PUBLIC ADMINISTRATION**

**Revised Syllabus of  
M.A. Second Year**

**Semester - IV<sup>th</sup>  
(Effective from : June 2010-11)**

**SEMESTER – IV**

PA-1015 - Paper – XIII - Management Thinkers

PA-1016 - Paper – XIV - Rural Development Administration

In India

PA-1017 - Paper – XV - Office Management

PA-1018 - Paper – XVI - Public Policy

Or

Paper – XVI - International Administration

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
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**Structure of Courses in Public Administration  
M.A. Second Year**

**Semester-IV<sup>th</sup>**

(Effective from : June 2010-11)

Paper Code. No	Paper No.	Title of Paper	Credits	Marks		
				Internal Assessment	Term and Examination	Total
PA-1015	XIII	Management Thinkers	04	20	30	50
PA-1016	XIV	Rural Development Administration in India	04	20	30	50
PA-1017	XV	Office Management	04	20	30	50
PA-1018	XVI	Public Policy	04	20	30	50
OR						
	XVI	International Administration	04	20	30	50



**Public Administration**  
**M.A. Second Year**  
**Semester-IV<sup>th</sup>**  
**(Effective from : June 2010-11)**

**PA-1015 - Paper – XIII - Management Thinkers**

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		Periods
1.	Lyndoll F. Urwick : Organization and Management	12
2.	Frederick Herzberg: i) Hygine Theory ii) Views on Motivation and Job-Enrichment	12
3.	Abraham Maslow : i) Theory of Motivation ii) Hierarchy of Needs	12
4.	Douglas Mc Gregor : i) Views Regarding Management ii) Theory x and Theory y	12
5.	Chris Argyris : i)Organizational theory – fusion model ii) Immaturity – Maturity Theory	12

**Reference/Recommended Books :-**

1. Sum Sun Nisa Ali - Eminent Administrative Thinkers  
Associated Publishing House,  
New Delhi- 1984
2. S.R. Meheshwari - Administrative Thinkers  
Macmillan India Ltd. Mumbai-1998
3. Ravindra Prasad - Administrative Thinkers & Others
4. Mukhi - Administrative Thinkers
5. M.L. Mishra - Contemporary Management Thinkers
6. आर.पी.जोशी एवं अंजू पारीक - प्रशासकीय विचारक  
रावत पब्लिकेशन्स, जयपुर - २००५
7. श्री. नरेंद्र जोशी - प्रशासनिक विचारक  
आर.बी.एस.ए. पब्लिकेशर्स, जयपुर-२००८.
8. श्री.चंद्रा हिरावत - प्रशासकीय विचारक
9. प्रा.लक्ष्मण कोतापल्ले - पाश्चिमात्य आणि भारतीय प्रशासकीय विचारवंत  
निर्मल प्रकाशन- नांदेड - २००५
10. प्रा.जी.एच.बिराजदार - प्रशासकीय विचारवंत  
कैलास प्रकाशन, औरंगाबाद - २०००
11. डॉ.एस.टी.सिरसाट व  
प्रा.वासनिक व प्रा.बैनाडे - प्रशासकीय विचारवंत  
ज्ञानसमिधा पब्लिसिंग वर्ल्ड, औरंगाबाद-२००३.
12. देवकांता शर्मा - कौटिल्य के प्रशासनिक विचार  
प्रिंटवेल जयपुर - १९९८
13. डॉ.अर्जुनराव दर्शनकार - प्रशासकीय विचारवंत
14. प्रा.के. आर.बंग - प्रमुख प्रशासकीय विचारवंत  
विद्या बुक्स प्रकाशन - औरंगाबाद -२००६

**Public Administration**  
**M.A. Second Year**  
**Semester-IV<sup>th</sup>**  
**(Effective from : June 2010-11)**

**PA-1016 – Paper – XIV - Rural Development Administration in India**

	Periods
1. Agencies and Programmes for Rural Development in Central Government :	15
a) District Rural Development Agency	
b) Programmes :	
i) Indira Awas Yojna	
ii) Swarna Jayanti Gram Swarajgar Yojna	
iii) Pradhan Mantri Gram Sadak Yojna	
iv) Mahatma Gandhi National Employment Guarantee Scheme	
2. Programme and Schemes at State Govt. Of Maharashtra :	15
i) Maharashtra Employment Guarantee Scheme	
ii) Jalsandharan and Jal Swarajya Project	
iii) Gram Swachhata Abhiyan	
iv) Social Forestry	
3. Role of Various Agencies and Institutions :	15
i) District Central Co-operative Bank	
ii) National Agricultural Bank and Rural Development	
iii) Co-operative Sugar Factories	
iv) Voluntary Organisations	
v) Rural Banks	
4. Problems and Prospectus :	15
A) Problems –	
i) Finance	
ii) Information	
iii) Personnel	
iv) Local Politics & Political Parties	
B) Prospectus –	
i) Relegansidhi Project	

**Reference / Recommended Books :-**

1. Durgesh Nandini - Rural Development Administration  
Rawat Publication, New Delhi.
2. P.W. Purushottam/ - Development Administration,  
M.Karamatullah A Rural Perspective  
Kanishka Publishing House,  
Delhi-1993
3. C.M. Vijay - Rural Development in India
4. डॉ.श्रीनाथ शर्मा एवं - पंचायत राज एवं ग्रामीण विकास  
डॉ.मनोजकुमार सिंह अदित्य पब्लिशर्स बीना -२०००
5. प्रा.वा.ब.पाटील - विकासाचे प्रशासन  
विद्या प्रकाशन नागपुर-१९९९.
6. श्री. मनोज आवळे - पंचायत राज कार्य,कायदा व योजना-  
अनुबंध प्रकाशन, पुणे-२०००
7. श्री.शाम दौंडकर - पंचायत राज कारभार आणि योजना.
8. डॉ.प्रीती जोशी - विकास प्रशासन
9. प्रा.कुलकर्णी व धुत - बॅकिंगची तत्वे व ग्रामीण विकास
10. भारत सरकार ग्रामीण - स्वर्णजयंती स्वयंरोजगार योजना  
विकास मंत्रालय
11. डॉ.ए.पी.अवस्थी - विकास प्रशासन
12. प्रा.के.आर.बंग - विकास प्रशासन
13. यशदा पुणे - ग्राम विकासाची दिशा आणि पंचायत राज प्रशासन  
यशदा-पुणे.
14. डॉ.एस.टी.सिरसाट व प्रा.बैनाडे - भारतातील स्थानिक स्वराज्य संस्था
15. श्री.मनोज पाटील - केंद्र व राज्य शासनाच्या विकासाच्या योजना चौधरी  
कै. पब्लिशर्स, पुणे-२००७.

**Public Administration**  
**M.A. Second Year**  
**Semester-IV<sup>th</sup>**  
**(Effective from : June 2010-11)**

**PA-1017- Paper – XV - Office Management**

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		Periods
1.	Office Communication: a) Internal and External, correspondance & mail handling. b) Inward and Outward mails, Mechanical mail service, computer network.	15
2.	Office Forms : a) Meaning, Importance & Types of forms b) Design of forms – importance & principles c) Forms Control	15
3.	Office Files, Record & Reports : Filing, Classification of files, Essential of good filling system. Methods of filling, Record Management & Record Keeping, Indexing Office Stationary, Stores and Supply, Office Report, Report writting.	15

4. Office Management Improvement : 15
- Need and Importance of office management improvement .
  - Techniques of office management Improvement.
  - Organisation Analysis, Job Analysis, O & M, work measurement and standard, Lakhina Pattern.

**Reference /Recommended Books :**

- K.K. Sharma : Modern office Management – Mangal Deep Publication, Jaipur
- Prashant K. Ghosh : Office Management-Sultan Chand & Sons Publishers, New Delhi-1980
- Berry J. : Developments in Office Management
- Neuner and Kipling : Modern Office Management
- R.A.Chopra : Office Administration Management
- Devis and Stelson : Office Administration
- Govt. Of Maharashtra : Guidelines of Office Administration
- S.P.Arora : Office Organization and Management
- नरेंद्रसिंह बिस्ट : कार्यालय प्रबंध - हिमालया पब्लिसिंग हाऊस, मुंबई-१९९२.
- डॉ.प्रभाकर देशमुख : कार्यालय व्यवस्थापन आणि प्रशासन-पिंपळपुरे अॅण्ड के .पब्लिशर्स, नागपूर
- डॉ.महेश कुलकर्णी व डॉ.बियाणी : कार्यालय व्यवस्थापन - निराली प्रकाशन,पुणे-१९९९
- श्री.खरे व उखळकर : वाणिज्य कार्य पध्दती आणि कार्यालय व्यवस्थापन-विद्या प्रकाशन, नागपूर-१९९८
- प्रा.मेघे व प्रा.येऊळकर : कार्यालय व्यवस्थापन आणि पत्रव्यवहार इ श्री मंगेश प्रकाशन, नागपूर-१९८३.
- प्रा.सी.पी. फडके : कार्यालय प्रशासन

**Public Administration**  
**M.A. Second Year**  
**Semester-IV<sup>th</sup>**  
**(Effective from : June 2010-11)**

**PA-1018- Paper – XVI - Public Policy**

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		Periods
1.	Policy Implementation : i) Importance of Policy Implementation. ii) Role of Political Executive & Bureaucracy. iii) Stages in Policy Implementation iv) Monitoring of Policy Implementation. v) Policy Education vi) Citizens Participation in Policy Implementation	15
2.	Policy Evaluation : i) Objectives of Public Policy ii) Time & cost factors iii) Qualitative and Quantitative methods of Policy Evaluation. iv) Problems in Policy Evaluation.	15
3.	Policy Analysis : i) Importance and Objectives ii) Behavioural and systems Approaches to Policy Analysis.	15
4.	Public Policy Process in India :	15

**Reference/Recommended Books:**

1. Anderson James - Public Policy making, New Delhi-1925.
2. Woll Peter - Public Policy, Cambridge-1974.
3. Brewer G.and Declen p - The Foundation of Public Policy analysis, Attalantic, New Delhi.
4. Harold Lass Well - Preview of Policy Science
5. Learner D. & Hasswell H. - The Policy Science.
6. Bimal Jalan - Essays in Development Policy
7. Charles Lindblom - Policy Making Process
8. Thomas Dye - Understanding Public Policy
9. R.K. Sapru - Public Policy
10. Hogwood B. & Ptersquy - Policy Dynamics wheat sheaf (UK)



**Public Administration**  
**M.A. Second Year**  
**Semester-IV<sup>th</sup>**  
**(Effective from : June 2010-11)**

**PA-1018 Paper – XVI(OR)- International Administration**

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		Periods
1.	Specialized Agencies : UNESCO, UNICEF, WHO, ILO,  International Bank & IMF.	12
2.	UNO Secretariat : i) Organization and functions  ii) Secretary General : Power,  functions & Role	12
3.	International Civil Services : a) Features  b) Problems and Prospects	12
4.	Administration of Socio-Economic Cooperation,  functional Internationalism Technical Assistance.	12
5.	Problems and Prospects of the U.N.O.	12

**Reference/ Recommended Books:**

1. Rumki Basu : Personnel Administration in United Nations – Sterling-1989
2. Hoshiyar Sing : International Civil Service - Sterling-1975
3. G.J.Mangone : A Short History of International Organization-New York -1964
4. Goodrich L.N.and Hambro E : The Charter of the United Nations, Commentary and Documents-1949
5. Hogen Willard and Walters : A History of League of Nations- Londno-1952
6. Stephon Goodspeed : Nature and Functions of International Organization- New York-1967
7. Young T.C. : International Civil Service Principles and Problems
8. Hill Norman : International Administration
9. Royal Institute of International Affairs – The International Secretariat iof future.
10. डॉ.पी.के.एकंबेकर व डॉ.कतुरवार : आंतरराष्ट्रीय प्रशासन - ओमसाई प्रकाशन, देगलूर- २००९.