



शहीद नंदकुमार पटेल विश्वविद्यालय रायगढ़ (छ.ग.)

एम.ए. लोकप्रशासन (पूर्व एवं अंतिम)

**M.A. (PREVIOUS & FINAL)
PUBLIC ADMINISTRATION**

Public Administration consists of following four papers each carrying 1000 marks.

PAPER- I Fundamentals of Public Administration and Administrative Theory.

PAPER- II Indian Administrative System with special reference to Chhattisgarh State.

PAPER- III Social Administration and Tribal Welfare.

PAPER- IV Research Methodology.



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PAPER- I
FUNDAMENTALS OF PUBLIC ADMINISTRATION AND
ADMINISTRATIVE THEORY

UNIT-I

What is Public Administration:

- Definitions, Nature and Scope of Public Administration.
- Private and Public Administration.
- Management and Administration.

Public Administration as a Social Science.

Development of the Discipline of Public Administration.

Development of the Study of Public Administration in India.

Contemporary Approaches to the Study of Public Administration.

Behavior Systems and Structural Functional Approaches New Public Administration.

UNIT-II

Administrative Organization:

- Mechanistic and Humanistic Conceptions of Organization and Concepts of formal Organization.
- Structure of Organization and Concepts of Line and Staff Forms of Organization Department, Public Corporation, Independent Regulatory Commission.
- Centralization, Decentralization and Delegation.
- Head Quarters and Field Agencies.

UNIT-III

Administration Process:

- Policy Formulation and Decision Making
- Communication
- Leadership and
- Supervision and Controlling and Motivation.

UNIT-IV

Management Aids-Budgeting Process:

Accountability of Public Administration

- Legislative Control
- Executive Control
- Judicial Control
- Public Control and
- Internal Control.

UNIT-V

Administrative Theory:

Theory of Administration Classical Theory, Scientific Management School, Human Relations Movement, Decisional Theory, Systems School, Administrative Ecology, Theory of Development Administration and Organization Humanism.



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PAPER- II
INDIAN ADMINISTRATIVE SYSTEM WITH SPECIAL
REFERENCE TO CHHATTISGARH STATE

UNIT-I

Evolution of Indian Administration, Indian Administration during British Rule in its Contemporary Contest (A Synoptic view) Framework

- (a) Parliamentary Democracy, Federal System, Political Executive, President, Prime Minister, Council of Minister, Cabinet, Cabinet Secretariat.

UNIT-II

Central Secretariat, Ministers and Departments, Attached Officers Subordinate Offices, Procedure of work, Organization and working of Home and Finance Ministries of the Govt. of India, Role of Constitutional Agencies and Extra Departmental Bodies.

UNIT-III

Administration at the State Level, Political Executive State Secretariat Board of Revenue Secretariat Directorate, relationship

UNIT-IV

Administration at the District Level, District as a Unit of Administration Role of District Administration

UNIT-V

Some Issues:

- (a) Minister Secretary Relationship
(b) Union State Relations Financial Administration and Legislative
(c) Administrative Corruption Lokpal and Lok Ayukta
(d) Administrative Reforms.



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PAPER- III
SOCIAL ADMINISTRATION & TRIBAL WELFARE

- UNIT-I** Concept, Nature and Scope of Social Administration
- UNIT-II** Methods of Social Administration (Social work Processes)– Social casework, Social group work, Community Organization, Role of Voluntary Agencies and their Relationship with Government
- UNIT-III** Organization for Social Administration and Tribal Welfare at Central level Central Department of Social Welfare, Case for Creation of an integrated Ministry for Social Affairs, Central Social Welfare Board Its Composition, Functions and Status.
- UNIT-IV** (a) Organization for Social Administration and Tribal Welfare at State level, with Special reference to Chhattisgarh, The State level Departments and Directorates of Social Welfare; Their Inter-relationship, Controversy regarding their roles; The State level Social Welfare Board
- UNIT-V** Post Independence Social Legislation in India, Social Planning in India



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PAPER – IV
RESEARCH METHODOLOGY

- UNIT-I** Research Design: General Goals Specific Objectives, Concepts, Variables, Hypothesis, Definitions, Pilot Studies.
Exploratory studies Basic Ideals of Stamping Quota sampling use of Random numbers.
- UNIT-II** Construction of Questionnaires: Schedule Question, Concept and working sequence of question, open and closed questions, Reliability and Validity.
- UNIT-III** Interviewing: Comparison of interview schedules and questionnaires. Advantages and Limitations of Mailed questionnaire Non response, Type of Interviewing Role of interviews reporting interview bias
- UNIT-IV** Other methods of Data Collection observation structured and unstructured documents case study, Projective and indirect sealing Techniques
- UNIT-V** Data Processing, editing, coding, Tabulation Analysis and interpretation report writing.



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M.A. (FINAL)
PUBLIC ADMINISTRATION

M.A. (Final) Public Administration consists of following four papers each carrying 1000 marks.

PAPER-I Public personnel administration.

PAPER-II Comparative Public Administration.

PAPER-III Development Administration.

PAPER-IV Local self Government in India.

OR

Public sector Management & Industrial Relation.

OR

Survey Report (0398)



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**M.A. (FINAL)
PAPER – I**

PUBLIC PERSONNEL ADMINISTRATION

- UNIT-I** Nature and concept of public Personnel Administration, Role of Modern civil Service, Rise of the merit System, Bureaucracy its meaning, characteristics, nature and importance, Theorems of Bureaucracy Max weller, Karl Marx and Rober Michels.
- UNIT-II** Recruitment, Classification and training of personnel with special reference to U.K. U.S.A. and France
- UNIT-III** Promotion, Discipline and Morals
- UNIT-IV** Study of Indian Public Personnel system with reference to-
- Organs responsible for personnel management
 - Structure of civil service
 - Recruitment Classification,. Training and promotion practices.
 - Public Service Commission.
- UNIT-V** Salary Administration
- Political Rights and Rights to Organizes and Strike of Civil servants
 - Conditions of Services
 - Conduct Rules, Disciplinary action, Removal and appeals
 - Machinery for Reprisal of civil Service Grievances.



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PAPER- II
COMPARATIVE PUBLIC ADMINISTRATION

- UNIT-I** Comparative public administration– Evolution, concept, Nature, Scope and significance
- UNIT-II** Approaches to the study of comparative public administration– Institutional, Behavioral, Systems Structural Functional, Ecological, Problem's of Comparative Research.
- UNIT-III** Weber's Typology of Authority with particular reference to his ideal type Bureaucracy. Rigg's Typology of societies with particular reference to prismatic society and sales model
- UNIT-IV** Salient features of the Administrative Systems of U.K. U.S.A., China.
- UNIT-V** Whifreyism in Britain; Independent Regulatory Commission in U.S.A., Communist Party in China, Prefect in France, and Ombudsman in Sweden



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PAPER- III
DEVELOPMENT ADMINISTRATION**

- UNIT-I** Concept, Importance, and Scope of Development Administration Evolution of the theory of Development Administration public Administration and Develop Administration Development Non-Development Dichotomy, Concept of Administrative Development.
- UNIT-II** Concept of Development and Modernization Concept of Economic Development, Political Development and Social Change Features of Public Administration in Development Countries
- UNIT-III** Planning Machinery in India at Central and State level. Forms and patterns of public Enterprises with reference to India Command Area Development and Integrated Rural Development: Their Purpose and Organizational setup.
- UNIT-IV** Rural Development – its concept, Environmental Factor in Rural Development Dimensions of Rural Poverty: Rural Development policy and strategy.
- UNIT-V** Approaches to Rural Development – a brief Survey of various Rural Development Scheme i.e. community Development projects Integrated Rural Development Programme, Antyodaya etc, administration for Rural Development



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M.A. (FINAL)
PAPER- IV (A)
LOCAL SELF GOVERNMENT IN INDIA

- UNIT-I** Meaning of Local self Government Essential features, scopes and importance of Local self Government.
- UNIT-II** Evolution of Local Self Government in India.
- UNIT-III** Organization and Functions of Municipalities/Municipal corporations; Municipal Personnel Municipal Finance Committee System State Control over the Municipal Administration, problems of Municipal Administration with reference to Urban Development.
- UNIT-IV** Concept of Panchayati Raj; Organization and working of the three tier Panchayati Raj institutions; State control over P.R. Institution.
- UNIT-V** Political parties and pressure politics in Local self Government, Official and Non Official Relationship (Deliberative Executive Relationship) Reforms in Local self Government



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M.A. (FINAL)
PAPER– IV (B)
PUBLIC SECTOR MANAGEMENT AND INDUSTRIAL RELATION

- UNIT-I** Nature of public utilities and their regulation, The role of public enterprises in national economy problems of Nationalization
- UNIT-II** Forms of Organization, Government control, parliamentary accountability.
- UNIT-III** Managerial personnel, Finance Pricing, The consumer and Public Enterprises
- UNIT-IV** Problems of Industrialization, The Social structure of Industry
- UNIT-V** Labour welfare and its influence on Industrial efficiency Industrial housing and slum clearance Role of trade unions, Social security in India U.K. and U.S.A. (while the study will be made interrelation to the situation in India brief outline of the problem obtaining in U.K. and U.S.A. shall also be given with regard to management of public Enterprises)



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PAPER- IV (C)
SURVEY REPORT**

Each candidate who offers this paper shall prepare a Survey report under the supervision of a member of the teaching staff he shall maintain a practical Note Book in which plans of Research design drafts of research instruments and Field notes will be regularly recorded The reports shall be based on first hand field work done by the candidate. The study shall be approved by the Head of the Department.