

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

Syllabus

for

**M. A. (Public Administration) course under Choice Based Credit and
Semester System**

(To be introduced from academic year 2016-17)

Department of Public Administration & L S G

Introduction

This syllabus is revised keeping in view requirements of students appearing for SET/NET, UPSC/MPSC and other qualifying examinations. It also takes into account recent developments in public administration. The syllabus divided into core courses, elective (Optional) courses and foundation course.

1. Students will study four papers of core courses for the first and second semester, two papers of core courses for the third and fourth semester.
2. Following Elective (Optional Courses) are available to students of semester 3 and 4 only. Four papers each are offered for the third and fourth second semester.
3. Students from other departments can offer only Foundation Course papers.

List of Courses

M A Part-I: Semester-I

Paper Code	Core Course	
	Paper No.	Title of the Paper
1T1	I	Principles & Practices of Public Administration
1T2	II	Indian Administration-I
1T3	III	Management of Human Resources
1T4	IV	Local Government & Administration in India

M A Part-I: Semester-II

Paper Code	Core Course	
	Paper No.	Title of the Paper
2T1	I	Theories of Administration
2T2	II	Indian Administration-II
2T3	III	Administration and Management
2T4	IV	Development Administration

M A Part-II: Semester-III

Paper Code	Paper No.	Title of the Paper
	Core Paper	
3T1	I	Financial Administration in India
3T2	II	Comparative Public Administration
Elective Papers (select any one paper of the following)		
3T3.1	III	Public Sector Administration In India
3T3.2	III	Panchayati Raj
3T3.3	III	Industry and Entrepreneurship Development
3T3.4	III	Research Methodology
Paper- IV : For those students who do not adopt the foundation paper of other subject		
3T4.1	IV	Administrative Law
Foundation- I Paper- IV (only for the regular students of other department)		
3T4 F	IV	Introduction to Public Administration

M A Part-II: Semester-IV

Paper Code	Paper No.	Title of the Paper
	Core Paper	
4T1	I	Social Welfare Administration in India
4T2	II	State and Development Administration in Maharashtra
Elective Papers (select any one paper of the following)		
4T3.1	III	Public Policy
4T3.2	III	Urban Governance in India
4T3.3	III	Women and Governance
4T3.4	III	Project Report
Paper- IV : For those students who do not adopt the foundation paper of other subject		
4T4.1	IV	Safety Management and Administration
Foundation- II Paper- IV (only for the regular students of other department)		
4T4 F	IV	Introduction to Indian Administration

Instructions for Students

Students are advised to refer to the following journals and publications for all papers of Part-I and Part-II:

1. *Indian Journal of Public Administration*, this is the quarterly journal published by the Indian Institute of Public Administration, New Delhi.
2. *Nagarlok*, this is the quarterly journal published by the Indian Institute of Public Administration, New Delhi.
3. *Lokprashashan* (Hindi), this is the biannual journal published by the Indian Institute of Public Administration, New Delhi.
4. *Public Administration Review* is published bimonthly on behalf of the American Society for Public Administration by Blackwell Publishing, USA.
5. *Public Administration* is published quarterly by Blackwell Publishing, Oxford.
6. Founded 1927, *International Review of Administrative Sciences* (IRAS) is the quarterly official journal of the of the International Institute of Administrative Sciences (IIAS), the European Group of Public Administration (EGPA), the International Association of Schools and Institutes of Administration (IASIA) and the Commonwealth Association of Public Administration and Management (CAPAM). IRAS is published in four different language editions – English, French, Spanish and Chinese.
7. *Public Policy and Administration* is the quarterly journal of the UK Joint University Council (JUC) and Public Administration Committee (PAC).
8. *Local Government Quarterly* is the Quarterly journal published by the All India Institute of Public Local Self-Government, Mumbai.
9. *Economic and Political Weekly*, this is the weekly journal published by a Sameeksha Trust Publication, Mumbai.
10. Publications of the :
 - (i) Indian Institute of Public Administration, New Delhi.
 - (ii) Royal Institute of Public Administration, London.
 - (iii) American Society of Public Administration, New York.
 - (iv) International Institute of Administrative Sciences, Brussels.
 - (v) Government of India, New Delhi.

SEMESTER-I

Syllabus for Semester-I of M.A. Part-I (Public Administration)

1T1	Paper-I	Principles & Practices of Public Administration
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Unit-I

- Meaning, Nature, Scope and Significance of Public Administration; Woodrow Wilson's Vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public and Private Administration; Re-conceptualization of Public Administration: Minnowbrook I, Minnowbrook II, Minnowbrook III; Gender and Administration.

Unit-II

- Basic concepts and principles: Organization-types and importance, Hierarchy, Unity of Command, Span of Control, Line- Staff Agencies, Authority and responsibility, supervision, communication, Control.
- **Ethics in Governance**-Issues and Institutions; **Administrative Corruption**-problems and remedies; Administrative Culture; Corporate Governance; State versus Market Debate.

Unit-III

- Accountability and Control: Legislative, Executive and Judicial Control; Citizens and Administration; Role of media; Civil Society organizations and NGOs; Citizen Charters; Right to Information; Social Audit; Judicial activism, Whistle Blowers.

Unit-IV

- **Public administration and governance**: government and governance; Good Governance-concept, evolution and applications; Democratic Governance-concept and contextualization; E-government, E-Governance and M-Governance.
- **Disasters Management**: Meanings and classification; Disasters Management Cycle, recent trends and strategies.

Recommended Readings:

1. Avasthi and Maheshwari, *Public Administration*, Laxmi Narain Aggarwal, Agra, 2010.
2. Mohit Bhattacharya: *New Horizons of Public Administration*, Jawahar Publishers, New Delhi, 2010.
3. Rumki Basu, *Public Administration-Concepts and Theories*, Sterling Publishers Pvt. Ltd., New Delhi, 2007.
4. H. George Frederickson and Kevin B. Smith, *Public Administration Theory Primer*, Rawat Publications, Jaipur, 2008.
5. Raymond W. Cox III, Susan J. Buck and Betty N. Morgan, *Public Administration in Theory and Practice*, Pearson Education, New Delhi, 2005.
6. Hoshiar Singh & Pardeep Sachdeva, *Administrative Theory*, Kitab Mahal, New Delhi, 2005.
7. M.P. Sharma and B. L. Sadana, *Public Administration in Theory and Practice*, Kitab Mahal, Allahabad, 1988.
8. J.D. Straussman, *Public Administration*, Holt, Rinehart and Winslow, New York, 1985.
9. A.R. Tyagi, *Public Administration- Principles and Practices*, Atma Ram & Sons, Delhi, 1992.

10. S.L.Goel, *Public Administration-Theory & Practice*, Deep & Deep Publications, New Delhi, 2003.
11. C. P. Bhambhari, *Public Administration– Theory and Practice*, Jaiparkash Nath Publishers, Meerut, 1993.
12. Dr. B. L. Fadia, *Public Adminishation*, Sahitya Bhawan Publications, Agra, 2010.
13. Nichlos Henry, *Public Administration and Public Affairs*, Prentice-Hall of India Pvt.Ltd., New Delhi, 2002.
14. Jack Rabin, W. B. Hildreth & G. J. Miller (eds.), *Handbook of Public Administration*, Marcel Dekker, Inc., New York, 1998.
15. Marc Holzer & Richard W. Schwester, *Public Administration: An Introduction*, PHI Pvt. Ltd., New Delhi, 2011.
16. Felix A. Nigro, *Modern Public Administration*, Harper and Row, New York, 1970.
17. Dhameja, Alka (ed.), *Contemporary Debates in Public Administration*, New Delhi; Prentice-Hall India 2003.
18. Medury, Uma, *Public Administration in the Globalization Era*, New Delhi; Orient Blackswan, 2010.
19. Shafritz Jay M. (ed.), *Defining Public Administration*, Jaipur; Rawat Publications, 2007.
20. Shafritz Jay M. and Albert C. Hyde (ed.), *Classics of Public Administration*, Chicago, Illinois, The Dorsey Press, 1987.
21. N. R. Inamdar, *Lokprashashan*, Sadhana Prakashan, Pune, 1975. (Marathi)
22. P. B. Patil, *Lokprashashan*, Phadke Prakashan, Kolhapur, 2002. (Marathi)
23. P. M. Bora and Shyam Sirsath, *Lokprashashanshastra*, Vidya Books, Aurangabad, 2005. (Marathi)

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1T2	Paper-II	Indian Administration-I
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Unit-I

• **Evolution of Indian Administration:** Kautilya's Arthashastra; Medieval administration; Legacy of British rule in politics and administration; Indianization of public services; revenue administration, district administration, Local self-Government.

Unit-II

• **Constitutional framework of government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Fundamental rights and duties; Directive principles of State policy.

Unit-III

• **Union Government and Administration:** Executive, Parliament, Judiciary-structure, functions, work processes; Cabinet Secretariat; The Prime Minister's Office; Central Secretariat; Ministries and Departments; Board; Commissions; Attached offices; Field Organizations; Regulatory Authorities (SEBI, IRDA TRAI etc).

Unit -IV

• **State Government and District Administration:** Governor, Chief Minister and Council of Ministers; Chief Secretary; State Secretariat; Directorates; State Judiciary; Union-state-local relations.

District administration- District Collector and his changing role;

• **Centre-State Relations:** Legislative, Administrative and Financial Relations; Role of the Finance Commission.

Recommended Readings:

1. Ramesh K Arora and Rajani Goyal, *Indian Public Administration: Institutions and Issues*, Vishwa Prakashan, New Delhi, 1996.
2. Kuldeep Mathur, *From Government to Governance*, National Book Trust, New Delhi, 2010.
3. Hoshiar Singh, *Indian Administration*, Kitab Mahal, New Delhi, 2004.
4. S.R. Maheshwari, *Indian Administration*, Orient Longman, Delhi, 2005.
5. S.R. Maheshwari, *Public Administration in India*, Oxford University Press New Delhi, 2005.
6. Padma Ramchandran, *Public Administration in India*, National Book Trust, New Delhi, 2006.
7. Ashok Chanda, *Indian Administration*, George Allen & Unwin, London, 1958.
8. S.R. Maheshwari, *State Governments in India*, Orient Longman, Delhi, 2005.
9. Bibek Debroy (ed.), *Agenda for Improving Governance*, New Delhi, Academic Foundation, New Delhi, 2004.
10. Devesh Kapur and Pratap Bhanu Mehta (eds.), *Public Institutions in India*, OUP, New Delhi, 2005.
11. M.I. Khan, *District Administration in India*, Anmol Publication, New Delhi, 1997.
12. Kamala Prasad, *Indian Administration-Politics, Policies and Prospects*, Pearson Education, New Delhi, 2000.
13. K. R. Bang, *Bharatiya Prashashan*, Vidya Books, Aurangabad, 2004. (Marathi)
14. Satish Dandge, *Bharatiya Prashashan*, Chinmay Prakashan, Aurangabad, 2007. (Marathi)
15. Mahav Godbole, *Prashashanache Pailu, Vol. I and II*, Shreevidya Prakashan, Pune, 1999 and 2000. (Marathi)
16. Shyamsunder Waghmare and others, *Bhartiya Prashasanachi Roopresha*, Rajmudra Prakashan, Latur, 2008. (Marathi)

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1T3	Paper-III	Management of Human Resources
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Unit -I

- **Management of Human Resources:** Meaning, Nature, Scope and Significance; Human Resource Planning and Strategy; Job Analysis and Job Design.

Unit -II

- **Personnel Management:** Concept, Nature, Scope and Significance; **Bureaucracy-** Meaning, Concepts, Types and its role in modern society.

Unit -III

- **Public Personnel System in India with Reference to Civil Services:** Recruitment, Training and capacity-building, Good Governance initiatives; Staff associations; Political Rights; Civil Service neutrality; Civil Service activism; Promotion-types; Retirement benefits. Union Public Service Commission; All India Services, Central Civil Services, State Services, Local Services.

Unit -IV

- Employees' Capacity Building Strategies; Code of conduct and discipline; Grievances and Machinery for Negotiation-Joint consultative council-Comparison with Whitley councils.
- Assessing Human Resource Management Effectiveness; Human Resource Audit; Managing change at Work place; Stress Management.

Recommended Readings:

1. O. Glenn Stanl, *Public Personnel Administration*, Oxford IBH Publication Company, New Delhi, 1977.
2. David E. Kalingar, *Public Personnel Management*, IPMA, Prentice Hall Inc., Englewood Cliffs, New Jersey, 1986.
3. India: Administrative Reforms Commission, Report on Personnel Administration, 1969.
4. Second Administrative Reforms Commission, Report on Personnel Administration, 2007.
5. C. M. Jain, *Public Personnel Administration*, College Book Depot, Jaipur, 2003.
6. P. Ghosh, *Personnel Administration*, Sudha Publication, New Delhi, 1975.
7. S. L. Goel, *Public Personnel Administration*, Deep & Deep Publishers, New Delhi, 2004.
8. K. Aswathappa, *Human Resource Management*, Tata McGraw Hill, New Delhi, 2008.
9. V.S.P.Rao, *Human Resource Management*, Excel Books, New Delhi, 2007.
10. E. A. Ramaswamy, *Managing Human Resources*, OUP, New Delhi, 2000.
11. C.L. Chaturvedi, *Manav Sansadhan Parbandh*, Shri Mahavir Book Depot, Delhi, 2003.(Hindi)
12. K. R. Bang, *Karmachari Varga Prashashan*, Vidya Books, Aurangabad, 2006. (Marathi)
13. Kalpana Gharge and Asha Akolarkar, *Karmachari Prashasan*, Cinmay Prakashan, Aurangabad, 2014. (Marathi)

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1T4	Paper-IV	Local Government & Administration in India
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Unit-I

- Concept and theories of Local Government: Alexis de Tocqueville, Cynthia Cockburn, Manuel Castells, M K Gandhi and Dr. B R Ambedkar.
- Meaning, significance and of Local Government in India; Challenges and problems before Local Government. Concept of Democratic Decentralization.

Unit-II

- Evolution of Local Government in India; Committees; 73rd and 74th Constitutional Amendments and their main Characteristics; PESA and its implementation.
- Types, Structure and Functions of Local Government: Urban and Rural; Urban and Rural development programmes.

Unit-III

- **Financial Administration:** Issues and problem area; State finance Commission; Role of credit agencies, Budget and Maintenances of accounts, expenditure, income & audit.
- **Personnel Administration:** Recruitment; Training; Promotion and Retirement; Official & non-official relationship.

Unit-IV

- **Areas and Problems:** State-Local Relations in India; Information Technology in Local Governance; Means of People's Participation in Local Governance; Community Groups, Local Politics and leadership; Improving Communications for Local issues; NGO's and Local Governance; Rural- Urban dichotomy; Reservation Policy and training programmes for public representatives.

Recommended Readings:

1. G. Shabbir Cheema and Dennis A. Rondinelli (eds.), *Decentralization and Development: Policy Implementation in Developing Countries*, Beyond, Sage Publications, New Delhi, 1983.
2. Richard C. Crook and James Manor, *Democracy and decentralization in south Asia and West Africa-Participation, accountability and Performance*, Cambridge University Press, UK, 1998.
3. Pranab Bardhan and Dilip Mookherjee (ed), *Decentralization and Local Governance in Developing Countries: A Comparative perspective*, Oxford University Press, New Delhi, 2007.
4. Neerja Gopal Jayal, Amit Prakash and Pradeep K. Sharma, *Local Governance in India: Decentralization and Beyond*, Oxford University Press, New Delhi, 2007.
5. Jain L.C. (ed.), *Decentralisation and Local Governance*, New Delhi, Orient Longman, 2005.
6. S.R. Maheswari, *Local Government in India*, Lakshmi Naran Agarwal, Agra, 2003.
7. Surat Singh *Decentralized Governance in India-Myth and Reality*, Deep & Deep, New Delhi, 2004.
8. A.K. Sharma, *Bureaucracy & Decentralization*, Mittal Publication, New Delhi, 2004.
9. Pardeep Sachdeva, *Urban Local Government and Administration in India*, Kitab Mahal, New Delhi, 2000.
10. Shyam Shrisath & Bhagwansingh Bainade, *Panchayati Raj ani Nagari Prashasan*, Vidya Books, Aurangabad, 2014. (Marathi)

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SEMESTER-II

Syllabus for the Semester-II of M.A. Part-I (Public Administration)

2T1	Paper-I	Theories of Administration
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Unit -I

1. Masters of Administrative thought and critical evaluation of their contribution:

F. W. Taylor, Henry Fayol, Karl Marx, Max Weber, C. I. Barnard, Mary Parker Follett, Elton Mayo, Herbert Simon, Harold Lasswell, Fred W. Riggs, Geoffrey Vickers, Dwight Waldo, Yehezkel Dror.

2. Non-Western Traditions in Public Administration: Sun-tzu, M K Gandhi, Mao, Julius Nyerere.

Unit -II

3. Theories of Administration: Public Institutional theory; theories of Public Management; theories of Public Choice; Postmodernism and Post-structuralism in public administration.

4. Organization Theory: Classical; Neo- Classical; Systems; Structural-Functional; Contingency.

Unit-III

5. Organizational Decision-Making: Synoptic or Rational-Deductive (John Dewey); Incremental and Mutual Partisan Adjustment (C. E. Lindblom); Disjointed Incremental (D. Braybrooke and C. E. Lindblom); Mixed Scanning (A. Etzioni).

6. Theories of leadership: Leadership styles; theories- Trait, Behavioural and Situational.

Unit -IV

7. Motivation Theories: Traditional theories, Need Hierarchy (Maslow), Theory-X and Theory-Y (McGregor), Two-Factor Theory (F. Herzberg).

8. Participative Management: Linking pin model and Management system1-4 (Rensis Likert); Maturity-Immaturity theory and T-Group techniques (Chris Argyris).

Recommended Readings:

1. Prasad, Prasad, Satyanarayana & Pardhasaradh, *Administrative Thinkers*, Sterling, New Delhi, 2010.
2. R. N. Singh, *Management Thoughts and Thinkers*, S.Chand & Co.Ltd., New Delhi, 2010.
3. R.K. Sapru, *Theories of Administration*, S.Chand & Co.Ltd., New Delhi, 1996.
4. S. R. Maheshwari, *Administrative Thinkers*, MacMillan, New Delhi, 1998.
5. Sum Sun Nisa Ali, *Eminent administrative Thinkers*, Associate Publishing House, New Delhi, 1990.
6. S. L. Goel, *Administrative and Management Thinkers*, Deep& Deep Publications, New Delhi, 2008.
7. F.W, Taylor, *Scientific Management*, Harper & Brothers Pub., New York, 1947.

8. Henri Fayol, *General and Industrial Management*, Sir Isaac Pitman & Sons Ltd., London, 1959.
9. Chester Barnard, *The functions of the executive*, Cambridge, Massachusetts Harvard University Press, USA, 1972.
10. Herbert Simon, *Administrative Behaviour*, The Free Press, New York, 1976.
11. M P Follett, *Dynamic Administration*, Sir Isaac Pitman & Sons Ltd., London, 1963.
12. Reinhard Bendix, *Max Weber-An Intellectual Portrait*, Methuen & Co. Ltd., London, 1969.
13. Surendra Katariya, Prashasanik Chintak, RBSA Publishers, Jaipur, 2007. (Hindi)
14. Shyam Sirsath, Jitendra Wasnik & Bhagwansingh Bainade, *Prashashkiya ani Vavashtapan Vicharvant*, Vidya Books, Aurangabad, 2011, (Marathi).

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2T2	Paper-II	Indian Administration-II
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Unit-I

1. **Plans and Priorities:** Machinery for Planning; National Institute for Transforming India (NITI) Aayog, National Development Council; Indicative planning; Process of plan formulation at Union and State levels; Decentralized planning for economic development and social justice.

Unit-II

2. **Law and Order Administration:** British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalization of politics and administration; Police–public relations; Reforms in Police.

3. Meaning, scope and significance of Administrative law; Delegated legislation; Administrative Tribunals.

Unit -III

4. **Administration since Independence:** Major concerns; important committees and Commissions; a critical review of ARC-I and ARC-II; problems of implementation; Performance Monitoring and

5. Evaluation Systems (PMES) and Result Framework Document (RFD); social and political obstacles to reform.

6. **Grievance Redressal Mechanism:** Lokpal, Lokayukta, Central Vigilance Commission, State Vigilance Commission, Minorities Commission, Women’s Commission, SC/ST Commission.

Unit-IV

Significant issues in India Administration: Values in public service; Problems of administration in coalition regimes; SEZ, land acquisition for development; Citizen-administration interface; Corruption in administration; Political & Permanent Executives, Public- Private Partnership; women in administration-glass ceiling and sexual violence; Transparency and RTI.

Recommended Readings:

1. B. L. Fadia, *Public Administration in India*, Sahitya Bhawan Publications, Agra, 2010.
2. B. L. Fadia, *Bharat Me Lok Prashashan*, Sahitya Bhawan Publications, Agra, 2000.(Hindi)
3. S.R. Maheshwari, *Administrative Reforms in India*, Jawahar Publishers, New Delhi, 1993.
4. C. V. Rajashekhara, *Environmental Administration and Pollution*, Discovery Publishing House, New Delhi, 1992.
5. Neelima Deshmukh & Chandra Patni, *Rajneeti aur Prashashan*, College Book Depot, Jaipur.(Hindi)
6. Hoshiar Singh, *Indian Administration*, Kitab Mahal, New Delhi, 2004.
7. S.R. Maheshwari, *Indian Administration*, Orient Longman, Delhi, 2005.
8. Padma Ramchandran, *Public Administration in India*, National Book Trust, New Delhi, 2006.

9. Ramesh K Arora and Rajani Goyal, *Indian Public Administration: Institutions and Issues*, Vishwa Prakashan, New Delhi, 1996.
10. Devesh Kapur and Pratap Bhanu Mehta (eds.), *Public Institutions in India*, OUP, New Delhi, 2005.
11. K. R. Bang, *Bharatiya Prashashan*, Vidya Books, Aurangabad, 2004. (Marathi)
12. P.B. Patil, *Bharatiya Shashan Ani Rajkaran*, Fadake Prakashan, Kolhapur, 2009.(Marathi)
13. Surendra Katariya, *Bharat Me Lok Prashashan*, R.B.S.A. Publishers, Jaipur, 2003.(Hindi)
14. Lekhchand Meshram, *Maharashtra Mahiticha Adhikar-Kayada ani Bhavitavya*, Chinmay Prakashan, Aurangabad, 2015. (Marahi)

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2T3	Paper-III	Administration and Management
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Unit -I

1. **Administration & Management:** Meaning, nature and scope and importance; Difference between Management and Administration; Principles and theories of Management.
2. **Management Functions:** Direction, Communication, Motivation, Control; Leadership- Styles, qualities and its effectiveness.

Unit-II

3. **Techniques of Management:** Programme Evaluation and Review Technique (PERT); Critical Path Method (CPM); Cost Benefit Analysis (CBA); Management by Objective (MBO); Management by Exception (MBE); Social Impact Assessment; Public Programme Evaluation.

Unit -III

4. **Management Information System:** Meaning, Characteristics, techniques and importance in management; Automation- Progress of automation in India, principles, advantages & disadvantages.

Unit -IV

5. **Material Management:** Objectives, Principles of Inventory Management, System of inventory Control.
6. **Techniques of Improvement:** Organization and Methods, Work study, and work management; E-governance and IT- Problems and Prospectus; Cybernetics.

Recommended Readings:

1. Likert, K, *New Patterns of Management*, New York: McGraw Hill, 1961.
2. A. Etzioni, *Modern Organization*, New Delhi: Prentice Hall of India, 1981.
3. Koontz & C.O. Donnell, *Essentials of Management*, Tata McGraw Hill Ltd, New Delhi, 1978.
4. H. Koontz & C. O. Donnell, *Management-4 Systems and Contingency Analysis of Managerial Functions*, McGraw Hill Ltd, Delhi, 1976.
5. Kast & Resenzweig, *Organization and Management - a System's Approach*, McGraw Hill Ltd, Delhi, 1974.
6. Althur G. Bedeian, *Management*, The Dryden Press, Chicago, 1985.
7. Parag Diwan, *Information System Management*, Pentagon Press, New Delhi, 2001.
8. Rakesh Gupta, *The Process of Management*, V.K. publishing House, New Delhi, 1995.
9. S. L. Goel, *Principles and Techniques of Management*, Deep and Deep Publications, New Delhi, 2008.

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2T4	Paper-IV	Development Administration
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Unit -I

1. Development Administration: Meaning, concept, nature, scope and significance; Development Administration and Traditional Administration; Characteristics of Administration in Developed and Developing Countries; Views of Riggs.

Unit -II

2. Issues and Constraints in Development Administration: Population Explosion, Caste, Corruption, Regionalism, Work Culture, Poverty, Environmental protection and Sustainable Development, Arms Race, Debt Burden, Energy Dependence and Global Warming.

Unit -II

3. Development Planning: Features, Plan Formulation, Implementation and Evaluation.

4. Bureaucracy and Development Administration: Role of Bureaucracy in Development, Administrative Capability for Development.

Unit -III

5. Citizens Participation in Development: Meaning, Methods and Requirements for effective participation; Participation of Women in Development.

6. Role of Various Agencies in Development: Voluntary Agencies, Co-operative Institutions.

Unit-IV

7. International Aid and Technical Assistance programmes: IMF, IBRD, WTO.

8. Right to Development; Right to Education; Right to Health; Right to Food; Millennium Development Goals.

Recommended Readings:

1. George F. Grant, *Development administration: Concepts, Goals and Methods*, The University of Wisconsin Press, Wisconsin, 1979.
2. Faisal S. A. Al-Salem, *The ecological dimension of development administration*, Associated Publishing House, New Delhi, 1977.
3. Sukhamoy Chakravarty, *Development Planning: The Indian Experience*, Oxford University Press, New Delhi, 1987.
4. Mohit Bhattacharya, *Development Administration*, World Press, Kolkata, 1997.
5. R. K. Sapru, *Development Administration*, Sterling Publishers Pvt. Ltd, New Delhi, 2013.
6. S. A. Palekar, *Development Administration*, PHI Learning Pvt. Ltd, New Delhi, 2012.
7. S. P. Verma and S.K.Sharma (ed.), *Development Administration*, New Delhi, IIPA.
8. S. K. Sharma (ed.), *Dynamics of Development (Two volumes)*, Concept Publishing House, New Delhi, 1998.
9. Irwing Swndlow (ed.), *Development Administration: Concepts and Problems*, Syracuse: NY Syracuse University Press, 1963.
10. Preeta Joshi, Vikash Prashashan, RBSA, Jaipur, 1991.
11. J. D. Montgomery & William J. Siffin, *Approaches to Development, Politics, Administration and Change*, McGraw-Hill Book Co., New York, 1966.

12. Rajani Kothari, *Rethinking Development-In search of Human Alternatives*, Ajanta Publications, New Delhi, 1988.
13. C Bryant and Louise White, *Managing Development in the Third World*, Westview Press, Boulder, 1982.
14. K. R. Bang, *Vikas Prashashan*, Vidya books, Aurangabad, 2004. (Marathi)
15. Arvind Vaze, *Vikas Prashashan*, Prachi Prakashan, Mubbai, 1995. (Marathi)

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SEMESTER-III

Syllabus for the Semester-III of M.A. Part-II (Public Administration)

CORE PAPER

3T1	Paper-I	Financial Administration in India
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Unit-I

1. Meaning, Scope, Significance of Financial Administration, Agencies involved in Financial Administration.
2. **Budget:** Concept and principles of Budget Making; Budget as a political instrument; Zero Based Budgeting; Line Item budgeting; Performance Budgeting.
3. **Budgetary Process:** Formulation, Enactment and Execution of Budget.

Unit-II

4. **Fiscal Federalism:** Issues and Objectives of the Fiscal Policy; Tax Administration at Union Level; Centre-State Financial Relations; Role of Finance Commission, Deficit financing and public debt.

Unit-III

5. **Parliamentary Financial Control Agencies:** Public Accounts Committees, Estimates Committees, Committee on Public undertakings, Parliamentary Standing Committees; Role of Finance Ministry and RBI in monetary and fiscal area.

Unit-IV

6. **Accounting and Audit System:** Concept, Types, Emerging Trends in Accounting System; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

Recommended Readings:

1. M J K Thavaraj, *Financial Administration in India*, Delhi, Sultan Chand & Sons, 1996.
2. A. Sarapa, *Public Finance in India*, Kanishka Publishers Distributors, New Delhi, 2004.
3. G. S. Lal, *Financial Administration in India*, New Delhi, HPJ Kapoor, 1987.
4. Ruddar Dutt & K.P.Sundharam, *Indian Economy*, New Delhi, S. Chand & Co. Pvt. Ltd., 2010.
5. M. Y. Khan and P. K. Jain, *Finance Management*, New Delhi, Tata McGraw Hill, 1982.
6. R. N. Srivastava, *Management of Financial Institutions*, Bombay, Himalaya Publishing House, 1988.
7. S. L. Goel, *Public Financial Administration*, New Delhi, Deep & Deep Publications, 2004.
8. Manjusha Shanna & O. P. Bohra, *Bhartiya Lok Vitta Prashasan*, Ravi Books, Delhi, 2005.
9. V. P. Verma, *Financial administration- Concept and Issues*, Alfa Publication, New Delhi, 2008.
10. K. R. Bang, *Vittiya Prashashan*, Vidya Books, Aurangabad, 2005. (Marathi)

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3T2	Paper-II	Comparative Public Administration
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Unit-I

1. Comparative public Administration (CPA): Concept, Nature, Scope and Significance; Evolution; Current status of Comparative public Administration; Ecology and Public administration.

Unit-II

2. Contributions and critique of Fred Riggs, Montgomery and Ferrel Heady in CPA.
3. Approaches to Comparative public Administration: Ecological, Structural, and Behavioural.

Unit -III

4. Historical and sociological factors affecting administrative systems; Salient features of administrative systems; Political Executive; Civil Services-Recruitment & Training in UK, USA, France and China.

Unit-IV

5. Local Government in UK, USA, France and China.
6. Various Control Mechanisms over Administration in UK, USA, France and China.

Recommended Readings:

1. W.J. Siffin, *Towards the Comparative Study of Public Administration*, Indian University Press, Bloomington, 1959.
2. F. W. Riggs, *Administration in Developing Countries- The Theory of Prismatic Society*, Houghton Mifflin Co., Boston, 1964.
3. F. W. Riggs, *The Ecology of Administration*, IIPA, New Delhi, 2011.
4. Ferrel Heady and Sybil L. Stokes (eds.), *Papers in Comparative Public Administration*, Institute of Public Administration, and University of Michigan, USA, 1962.
5. W. Robson (ed.): *Civil Service in England and France*, Hogarth, 1956.
6. Gabriel Almond and G.B. Well: *Comparative Politics: A Developmental Approach*, Oxford & IBH Pub. Co. New Delhi, 1976.
7. Ferrel Heady, *Public Administration-A Comparative perspective*, Foundation of Public Administration Series, Prentice Hall, 1966.
8. Preston le Breton, *Comparative Administrative Theory*, University of Washington Press Seattle, 1968.
9. R. K. Arora, *Comparative Public Administration* Associated Publishing House, New Delhi.
10. Ali Farazmand and Jack Pinkowski (ed), *Handbook of Globalization, Governance and Public Administration*, Taylor and Francis, London, 2007.
11. Sewa Singh Dahiya and Ravindra Singh, *Comparative Public Administration*, Sterling Publishers, New Delhi, 2012.
12. Hoshiar Singh: *Local Government in India, Britain, France and USA*, Kitab Mahal, Allahabad, 1997.
13. R. A. Tijare and M. P. Kulkarni, *Tulanatmak Lokprashashan*, Mangesh Prakashan, Nagpur, 1980. (Mararathi).

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Elective Papers (select any one paper of the following)		
3T3.1	III	Public Sector Administration In India
3T3.2	III	Panchayati Raj
3T3.3	III	Industry and Entrepreneurship Development
3T3.4	III	Research Methodology

3T3.1	Paper-III	Public Sector Administration in India
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Unit-I

1. Meaning, and Significance of Public Enterprises; Economic Policy in India since Independence; Concept of mixed economy; Industrial policy resolutions (1948, 1956 & 1991) and Growth of public Enterprises in India. Rationale and Objectives; Government's Policy towards Public Enterprises.

Unit -II

2. Role of Public Sector in India; Organizational Forms: Public Corporation; Public Company; Department form; and other forms; The Board of Directors – its Constitution and Functions. Problems of autonomy, accountability and control. Impact of liberalization and privatization.

Unit -III

3. Management of Public Sectors at Middle and Lower Levels; Financial Management; Personnel Management.
4. Performance Evaluation; Privatization of Public Enterprises; Business Ethics and Corporate Social Responsibility; Issues of Autonomy, Accountability and control.

Unit -IV

5. New Economic policy; Liberalization; Privatization; Globalization and Disinvestment Policy; Status of Nav Ratna undertakings.
6. Industrial Development of Vidharbha and Impact of post liberalization policies on Rural Industrialization.

Recommended Readings:

1. A. Ghosh: *Indian Economy – its Nature and Problems*, Calcutta: The World Press Pvt. 1998.
2. Dutt and Sundharam: *Indian Economy*, Delhi: S. Chand & Co., 2014.
3. B.L. Mathur: *Economic Policy and Administration (Hindi)*, Jaipur: RBSA Publishers, SMS Highway 1990.
4. Hoshier Singh & Mohinder Singh: *Public Enterprises in India - A Plea for Reforms*, New Delhi: Sterling Publishers, 1990.
5. Mohinder Singh (ed.): *Some Aspects of Public Enterprises in India– a Plea for Reforms*, New Delhi: Uppal Publishing House, 1993.
6. V.V. Ramanadhan (ed.), *Public Enterprises and Developing World*, London: Groom Helm, 1984.
7. A.H. Hansen: *Public Enterprises and Economic Development*, London: Rutledge and Kegan, 1972.

8. Laxmi Narain: *Principles and Practice of Public Enterprises Management*, New Delhi: S. Chand & Co., 1999.
9. Neelima Deshmukh & Chandra Patni, *Aarthik Neeti aur Prashashan*, College Book Depot, Jaipur.(Hindi)
10. Neelima Deshmukh: *Industrial Development of Vidharbha*, Nagpur: Nagpur Prakashan, 2001.
11. S. N. Raghawan: *Public Sector in India-Changing Perspectives*. New Delhi: AITD, 1994.

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3T3.2	Paper-III	Panchayati Raj
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Unit -I

1. Evolution of Panchayati Raj in India: Pre-British Period, British Period and Post-Independence Period; the Vision and Ideas of Gandhi, Nehru and Ambedkar; Governance, decentralization and Panchayati Raj.
2. Features and implications of 73rd Constitutional Amendment Act, 1992 and PESA Act, 1996.

Unit -II

3. Composition, functions and problems of Zilla Parishad, Panchayat Samiti and Gram Panchayat. Organization and Functions of Union Ministries of Rural Development and Panchayati Raj, Ministry of State Rural Development, District Planning Committee, District Rural Development Agency.
4. Personnel and financial management of Panchayati Raj Institutions.

Unit -III

5. Empowerment of Panchayats : Gram Sabha, Devolution of powers and functions, Devolution of Financial Resources, Reservation for Disadvantaged Groups and their participation in Decision-making, Activity Mapping and Recent initiatives.
6. Panchayati raj as a local self –Government Institution; Panchayati raj as a Development Institution.

Unit-IV

7. Rural Development Programmes: foci and strategies; Pradhan Mantri Gram Sadak Yojana, Bharat Nirman Programme, Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Sant Gadgebaba Gram Swachata Abhiyan, Indira Awas Yojana, Jalswarajya Yojana, Mahatma Gandhi Tanta Mukti Gaon Mohim and other schemes.
8. Experiments in Rural Development: (i) Water Resources- Jalbiradari (Rajendra Singh), (ii) Village Development- Mendha Lekha (Gadchiroli)/ Hivare Bazar (Ahamadnagar)

Recommended Readings:

1. Kuldeep Mathur, *Panchayati Raj*, Oxford University Press, New Delhi, 2013.
2. M. Aslam, *Panchayati Raj in India*, National Book Trust, New Delhi, 2007.
3. Vinod Vyasulu, *Panchayats, Democracy and Development*, Rawat Publications, New Delhi, 2003.
4. S. L. Goel and Shalini Rajneesh, *Panchayati Raj in India- Theory and Practice*, Deep & Deep Publications, New Delhi, 2006.
5. S.R. Maheswari: *Local Government in India*, Lakshmi Naran Agarwal, Agra, 2003.
6. Surat Singh and Mohinder Singh (Eds.): *Rural Development Administration in 21st Century: A Multi Dimensional Study*, New Delhi: Deep & Deep Publications, 2006.
7. Hoshiar Singh: *Administration of Rural Development in India*, New Delhi, Sterling Publishers, 1995.

8. A.S. Malik: *Concept and Strategy of Rural Industrial Development*, New Delhi: M.D. Publications, 1995.
9. Guy Berger, *Social structure and rural development in the third world*, Cambridge University Press, New York, 1992.
10. L. C. Jain, *Decentralization and Local Governance*, Orient Longman, New Delhi, 2005.
11. Rakesh Hooja and Sunil Dutt, *Fifty years of Panchayati Raj and Decentralized Development*, IIPA, New Delhi, 2010.
12. Das Purnendu Sekhar (ed.), *Decentralized Planning and Participatory Development*, New Delhi; Concept Publishing Company, 2005.
13. Hooja Rakesh and K.K. Parnani (ed.), *Development Administration and Rural Development*, New Delhi; Aalekh Publishers, 2006.
14. Kapoor A. K. and Dharamvir Singh, *Rural Development through NGOs*, Rawat Publications, Jaipur, 1997.
15. Krishnamurthy J., *Rural Development: Challenges and Opportunities*, Jaipur; Rawat Publications. 2000.
16. Singh Katar, *Rural Development: Principles, Policies and Management*, New Delhi; Sage Publication, 2009.
17. Singh Satyajit & Pradeep Sharma (ed.), *Decentralization: Institutions and Politics in Rural India*, New Delhi; Oxford University Press, 2007.
18. Shyam Shrisath & Bhagwansingh Bainade, *Panchayati Raj ani Nagri Prashasan*, Vidya Books, Aurangabad, 2014.(Marathai)

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Unit -I

- **Entrepreneurship:** Entrepreneur–Types of Entrepreneurs, Entrepreneurship in Economic Growth, Factors Affecting Entrepreneurial Growth.
- **Motivation:** Major Motives Influencing an Entrepreneur – Achievement Motivation Training, Self Rating, Business Game, Thematic Apperception Test – Stress Management, Entrepreneurship Development Programs – Need, Objectives.

Unit-II

- **Business:** Small Enterprises – Definition, Classification – Characteristics, Ownership Structures – Project Formulation – Steps involved in setting up a Business – identifying, selecting a Good Business opportunity, Market Survey and Research, Techno Economic Feasibility Assessment – Preparation of Preliminary Project Reports – Project Appraisal – Sources of Information – Classification of Needs and Agencies.

Unit -III

- **Financing and Accounting:** Need – Sources of Finance, Term Loans, Capital Structure, Financial Institution, management of working Capital, Costing, Break Even Analysis, Network Analysis Techniques of PERT/CPM – Taxation – Income Tax, Excise Duty–Sales Tax.

Unit -IV

- **Support to Entrepreneurs:** Sickness in small Business – Concept, Magnitude, causes and consequences, Corrective Measures –Government Policy for Small Scale Enterprises – Growth Strategies in small industry – Expansion, Diversification, Joint Venture, Merger and Sub Contracting.

Recommended Readings:

1. S. S. Khanka, *Entrepreneurial Development*, S. Chand & Co. Ltd., New Delhi, 1999.
2. Hisrich R D and Peters M P, *Entrepreneurship*, Tata McGraw-Hill, New Delhi, 2002.
3. Rabindra N. Kanungo, *Entrepreneurship and innovation*, Sage Publications, New Delhi, 1998.
4. EDII “*Faulty and External Experts–A Hand Book for New Entrepreneurs*, Entrepreneurship Development Institute of India, Ahmadabad, 1986.
5. Neelima Deshmukh: *Industrial Development of Vidharbha*, Nagpur: Nagpur Prakashan, 2001.

3T3.4	Paper-III	Research Methodology
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Unit-I

- 1. Social Research:** Meaning, Objectives, types and utility; Importance of research in Public Administration; Problem of Research in Public Administration.
- 2. Research Methods in Social Sciences:** Experimental Method; Statistical Method; Case Study Method and Survey Method.

Unit-II

- 3. Ingredients of Research:** Selection of Research Problem; **Hypothesis:** Meaning, Formulation, Types, Verification, Testing, and utility of hypothesis; **Variables:** Identification of Variables, Problem of selection, Correlating variables and measurement of variables.

Unit-III

- 4. Research Design:** Meaning and Significance; Descriptive Design; Explanation Designs and **Sampling Design**-Types and selection of samples.
- 5. Methods of Data Collection:** Interview Method; Observation Method; Questionnaire; Schedule and Documentary Sources-Meaning, Published and Unpublished.

Unit-IV

- 6. Data Analysis: Data Processing,** Mode and Median Methods of Data Analysis. **Using Computer Software-** Statistical Analysis Packages (e.g. SPSS), Spreadsheets, Database Management Systems.
- 7. Report Writing:** Meaning and Significance in research.

Recommended Readings:

1. Elizabethann O'Sullivan and Gary R. Rassel, *Research Methods for Public Administrations*, Longman Publishers, USA, 1995.
2. A.R. Tyagi, *Scientific Method in Public Administration*, Harper and Row, London, 1970.
3. J. K. Chopra (Ed.) *Problem of Research in Public Administration*, Commonwealth Publishers, New Delhi, 2004.
4. Goode & Hatte, *Methods of Social Research*, New Delhi, McGraw Hill Book Company, 1987.
5. T.S. Wilkinson & P.L. Bhandarkar, *Methodology and Techniques of Social Research*, Bombay Himalaya Publication, 1982.
6. Ram Ahuja, *Research Methods*, Rawat Publications, New Delhi, 2003.
7. S. Sarantakos, *Social Research*, McMillan Press Ltd. London, 1998
8. Jay D. White & Guy B. Adams (Ed.), *Research in Public Administration, Reflections on Theory & Practice*, Sage Publications, New Delhi, 1994.
9. Pauline V. Young, *Scientific Social Survey & Research*, New Delhi, Prentice Hall of India, 1979.
10. P.L. Bhandarkar, *Samajik Sanshodhan Padhati*, Maharashtra Vidhyapeeth Granth Nirmiti Mandal Nagpur, 1980. (Marathi)
11. R.N. Ghatole, *Samajik Sanshodhan Padhati: Tatve Ani Padhati*, Mangesh Prakashan, Nagpur 1992. (Marathi)
12. Bhodhankar va Aloni, *Samajik Sanshodhan Padhati*, Shri Sainath Prakashan, Nagpur, 1999. (Marathi)

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Paper- IV : For those students who do not adopt the foundation paper of other subject		
3T4.1	IV	Administrative Law

Unit-I

Introduction: Meaning, Nature, Scope and **Evaluation** of Administrative Law; Administrative Law and Constitutional Law; Administrative Law and Rule of Law (Separation of Power).

Unit-II

Classification of Administrative Action and Decision Making Rules; Administrative Decision and Judicial Control; Why Administrative Decision Making, The other side of decision-Making

Unit-III

Delegated Legislation- Meaning; Essential Legislation Power and Excessive Delegation Acts of Parliament; Provisional Order, Special Procedure Order; The forms of Delegated Legislation; The use and justification for Delegated Legislation; The Courts and Delegated Legislation

Unit-IV

A) Tribunal- Meaning and Types; Administrative Tribunal for **Semi** Matter; Administrative Tribunal in other matter; The Administrative Tribunal Act; Statutory and Domestic Tribunal; **Function, Position of Tribunal**, National CAT, Judicial **Trisent**, Pension Appeal Tribunal; Income Tax Appeal Tribunals.

B) Judicial review of Administrative Action: Meaning and Scope, Doctrine of Judicial Review, **The Grounds to Review**, Constitutional Framework, Lack of Jurisdiction, Powers to Review and Decisio, Man Injunction, Habeas Corpus.

Recommended Readings:

1. David Foulker, *Administrative Law*, Butter worthus, London.
2. Sathe S.P., *Administrative Law*, LexisNexis India, New Delhi, 2004.
3. Paras Diwan, *Administrative Law*, JAIN BOOK DEPOT, New Delhi, 2014.
4. Tushar Kanti Shah, *Administrative Law*, Kanishka Publication, New Delhi, 2001

5. Basu D. D., *Introduction to the Constitution Of India*, New Delhi, Prentice Hall, 1976.
6. Thilagaraj R., *Human Rights and Criminal Justice Administration*, APH, Pub. Corp, New Delhi, 2002
7. Rega Surya Rao, *Lectures on Administrative Law*, Asia Law House, New Delhi, 2014.
8. Manoj Sharma, *INDIAN ADMINISTRATIVE LAW*, Anmol Publications Pvt.Ltd., New Delhi, 2004
9. Neil Parpworth, *CONSTITUTIONAL AND ADMINISTRATIVE LAW*, Oxford University Press, New Delhi, 2012
10. U.P.D. Kesari, *Administrative Law*, Central Law Publications, , 2016
11. S.R. Myneni, *Administrative Law*, Asia Law House, Hyderabad, 2014

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FOUNDATION- I

(only for the regular students of other department)		
3T4F	Paper-IV	Introduction to Public Administration

Unit-I

1. **Introduction:** Meaning, Nature, Scope and Significance of Public Administration; Evolution and present status of the discipline; Public and Private Administration, New Public Administration, Comparative Public Administration, Ecological approach, Development administration, Public Choice Approach, New Public Management Perspective.

Unit-II

2. **Basic concepts and principles:** Organization, Hierarchy, Unity of Command, Span of Control, Centralization and Decentralization, Delegation, Supervision, Authority and responsibility, Co-ordination, Communication, Control and Line- Staff Agencies.

Unit-III

3. **Theories of Administration:** Scientific Management, Classical theory, Bureaucratic theory, Ideas of M P Follett and C. I. Barnard, Human Relations School, Behavioural Approach, Systems Approach, Leadership theories, Theories of Motivation and Decision-making (H. Simon).

Unit-IV

4. **Accountability and Control:** Concepts of Accountability and Control, Legislative, Executive and Judicial Control; Citizens and Administration; Role of Civil Society; Citizen Charters; Right to Information; Social Audit and People's Participation;

Recommended Readings:

2. Rumki Basu, *Public Administration-Concepts and Theories*, Sterling Publishers Pvt. Ltd., New Delhi, 2007.
3. Hoshiar Singh & Pardeep Sachdeva, *Administrative Theory*, Kitab Mahal, New Delhi, 2005.
4. M.P. Sharma and B. L. Sadana, *Public Administration in Theory and Practice*, Kitab Mahal, Allahabad, 1988.
5. S. L. Goel, *Public Administration-Theory & Practice*, Deep & Deep Publications, New Delhi, 2003.
6. Dr. B. L. Fadia, *Public Administration*, Sahitya Bhawan Publications, Agra, 2010.
7. Nichlos Henry, *Public Administration and Public Affairs*, Prentice-Hall of India Pvt.Ltd., New Delhi, 2002.
8. Mohit Bhattacharya: *New Horizons of Public Administration*, Jawahar Publishers, New Delhi, 2010.
9. Avasthi and Maheshwari, *Public Administration*, Laxmi Narain Aggarwal, Agra, 2010.
10. N. R. Inamdar, *Lokprashashan*, Sadhana Prakashan, Pune, 1975. (Marathi)
11. P. B. Patil, *Lokprashashan*, Phadke Prakashan, Kolhapur, 2002. (Marathi)

12. P. M. Bora and Shyam Sirsath, *Lokprashashanshastra*, Vidya Books, Aurngabad, 2013. (Marathi)

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SEMESTER-IV

Syllabus for the Semester-IV of M.A. Part-II (Public Administration)

CORE PAPER

4T1	Paper-I	Social welfare Administration
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Unit-I

- 1. Social Welfare Administration:** Meaning, Nature, Scope and Principles; Social policies and legislations since Independence.
- 2. Social Justice and Social Change:** Meaning and Concept; Views of Mahatma Puhle, Chatrapati Shau Maharaj, Dr. B. R. Ambedkar and Mahatma Gandhi on Social Justice and emancipation of downtrodden; Theories and Ideas (John Rawls, Amartya Sen and others); Concept and significance of Social Inclusion and Reservation Policy.

Unit-II

- 3. Institutions and Agencies** at Central, State and Local level; Central Social Welfare Board and State Social Welfare Boards; Tribal development administration
- 4. Major Social Sectors:** Health, Education, Women's empowerment and Rural Development.

Unit-III

- 5. National commission for SCs and STs; Women's Rights Commission, Programmes for development of SCs, STs, BCs, Minorities, Women and children; Social Planning; Role of NGOs and SHGs;**

Unit-IV

- 6. Social Problems and Issues:** Poverty alleviation; employment generation; rural and urban housing; Caste Based Discrimination; Gender Discrimination; Population Explosion; Dowry; Beggary; Slums; Drug Abuse; Crimes etc.

Recommended Readings:

1. J. J. Clarke, *Social Administration*, Sir Isaac Pitman, London, 1939.
2. Surendra Kataria, *Social Administration* (Hindi), RBSA Publishers, SMS High Way, Jhaipur, 2002.
3. C.P. Barthwal (Ed.), *Social Justice in India*, Bharat Book Centre, 17, Ashok Marg, Lucknow, 1998.
4. D.R. Sachdeva, *Social Welfare Administration*, Kitab Mahal, Allahabad, 2004.
5. Davis C. March: *An Introduction to Social Administration*, Routledge and Kegan Paul, London, 1965.
6. P. D. Kulkarni: *Centre Social Welfare Board*, New Delhi: Asia Publishing House, 1961.

7. V. Jaganadhan: *Social Administration– Development and Change*, New Delhi, IIPA, 1980.
8. D.K.Mishra: *Social Administration* (Hindi) Jaipur: College Book Depot, Tripolia Bazar, 1990.
9. S. L. Goel and R. K. Jain: *Social Welfare Administration*, vol. I, New Delhi: Deep & Deep, 1988.
10. T. N. Chaturvedi and S.K. Chandra: *Social Administration Development and Change*, New Delhi, IIPA 1980.
11. D.P. Chowdhry: *Social Welfare Administration*, Atma Ram & Sons, Deli, 1992.
12. Mohinder Singh (ed.): *Social Policy and Administration in India*, M.D. Publications Pvt.Ltd., New Delhi, 1996.
13. S.D.Gokhale, *Social Welfare*, Popular Prakashan, Bombay, 1974.
14. Praveen Yogi, *Social Justice and Empowerment*, Kalpaz Publication, New Delhi, 2000.
15. K. L. Bhatia, *Social Justice of Dr. B. R. Ambedkar*, New Delhi: Deep & Deep, 1995.
16. Valerian Rodrigues, *The Essential Writings of B. R. Ambedkar*, Oxford University Press, New Delhi, 2002.
17. John Rawls, *A Theory of Justice*, Harvard University Press, Cambridge, 1971.
18. Amartya Sen, *The Idea of Justice*, Allen Lane, London, 2009.
19. V. M. Kulkarni, *Social Administration*, Research Publication, Delhi, 1972.
20. Dolly Arora, *Social sector Development*, IIPA, New Delhi, 2005.
21. Ramchandra Guha, *Makers of Modern India*, Penguin, New Delhi, 2010.

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4T2	Paper-II	State and Development Administration in Maharashtra
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Unit-I

1. Formation and Reorganization of Maharashtra State, Historical, Political, Economic and Socio-cultural ecology of Maharashtra.
2. State Government and Administration: State legislature; State Judiciary; Governor; Chief Minister and council of ministers; Organization of state secretariat and its working; Role of chief secretary; Office of Divisional Commissioner- Role and functions of divisional commissioner.

Unit-II

3. District Administration: Meaning and Importance; Powers and functions of District Collector; Revenue Administration-Structure and functions; District Planning and Development Council; Problems of District Administration in Maharashtra; Police Administration- Organization and working of police at state and District levels.
4. Organization and functions of the departments of Home, Finance, General administration, Agriculture and Social welfare.

Unit-III

5. Constitutional, Statutory and Non-Statutory Bodies: Lok Ayukta; Avocate Geneal; Maharashtra Public Service Commission; Maharashtra Election Commission; Maharashtra Finance Commission; Maharashtra Planning Commission; Maharashtra State Road Transport Corporation; Vaidhanik Vikas Mahamandals; Tourism Development Corporation; YASHADA (Yashwantrao Chavan Academy of Development Administration).

Unit-IV

6. Maharashtra's Development: Overview, facts, problems and challenges; Institutional and functional problems in Rural and Urban development; Centre-State relations in the context of development.
7. Major issues in Maharashtra: Regional Imbalance and Development; Farmers suicides in Vidharbha; Cooperatives movement; Removal of public grievances; Administrative reforms.

Recommended Readings:

1. MARY C. Carras, *The Dynamics of Indian Political Factions: A study of District Councils in the State of Maharashtra*, Cambridge University Press, 1972.
2. Arun Sadhu, *Maharashtra*, National Book Trust, New Delhi, 2007.
3. S. S. Gadkari, *Organization of the State Government of Maharashtra*, Himalaya Publishing House, Mumbai, 1990.
4. K. R. Bang, *Maharashtrachi Prashaskiya Vayvashta*, Vidya Books, Aurangabad, 2012.(Marathi)
5. C. G. Ghangrekar, *Mahaashtrache Prashashan*, Vidya Books, Nagpur. (Marathi)
6. B. L. Bholey and Kishor Bedkihal (ed), *Badalata Maharashtra-Sathottar Parivartanacha Magowa*, Dr. Babasaheb Ambedkar Akadami, Satara, 2003. (Marathi)

Elective Papers (select any one paper of the following)		
4T3.1	III	Public Policy
4T3.2	III	Urban Governance in India
4T3.3	III	Women and Governance
4T3.4	III	Project Report

4T3.1	Paper-III	Public Policy
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Unit -I

1. Public Policy: Concept, Nature, Scope, Types and Significance; Models and its critique.

Unit -II

2. Policy Formulation: Concept, Constitutional Framework for Policy Making, Role of Bureaucracy, Legislature and Judiciary; Institutional Arrangements for Policy-making and Political Parties in Policy Formulation making.
3. Policy Implementation and Evaluation: Meaning, Elements in Implementation; Implementation Techniques; Policy Evaluation: Meaning, Problems and Approaches in Policy Evaluation.

Unit -III

5. Yehezkel Dror: Policy Sciences; Models of Public Policy-Making; Optimal Model of Public Policy-Making.
6. Policy Analysis: Approaches, Models for Policy Analysis

Unit -IV

7. **Public Policies in India:** National Education Policy; National Population Policy; National Health Policy; Environmental Policy; National Agricultural Policy; Employment Policy. Globalization of National Policy-making.

Recommended Readings:

1. James F. Anderson, *Public Policy Making*, Preager, New York, 1979.
2. Yehezkel Dror, *Design for Policy Sciences*, American Elsevier Publishing Company, New York, 1971.
3. Yehezkel Dror, *Public Policy making Re-examined*, Chandler, San Francisco, 1968.
4. Pradeep Saxsena, *Public Policy administration and Development*, Printwel Publication, Jaipur, 1988.
5. Vivek K Agnihotri, *Public Policy Analysis and Design*, Concept Publication, New Delhi, 1995.
6. R. K. Sapru, *Public Policy Formulation, Implementation and Evaluation*, Sterling Publication, New Delhi, 2014.
7. Subhash C. Kashyap (Ed) *National Policy Studies*, Tata Mc Graw Hill Publication, New Delhi, 1990.
8. Anderson J.E., *Public Policy-making: an introduction*, Boston, Houghton, 2006.

9. Dye Thomas, *Understanding Public Policy*, Singapore, Pearson Education, 2008.
10. Hill Michael, *The Public Policy Process*, Harlow, UK; Pearson Education, 2005.
11. Parsons Wayne, *Public Policy: An Introduction to the Theory of Policy Analysis*, Aldershot, U.K.; Edward Elgar, 1995.
12. Rathod P.B., *Framework of Public Policy: The Discipline and its Dimensions*, New Delhi; Commonwealth, 2005.
13. Makarand Paithankar, *Public Budgeting Theory and Practice*, Create Space, USA 2016

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4T3.2	Paper-III	Urban Governance in India
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Unit-I

1. Municipal Governance: Evolution and Main features; 74th Constitutional Amendment; Global-local debate; Development dynamics, politics and administration with special reference to city management.

Unit-II

2. Composition, Powers and Functions of Municipal Corporations, Municipal Councils, Nagar Panchayat and Cantonment Boards. Empowerment of ULB's. Ministry of Urban Development.
3. Municipal management and Personnel, Financial resources and problems of urban governance.

Unit-III

4. **Urbanization:** Meaning, Causes and Consequences, The Indian Scenario of urbanization; Planning and finance for Urban Development; Urban poverty reduction- Challenges and Remedies; Problems of Urbanization-Slums, Pollution, Water supply, Transport and traffic.

Unit-IV

5. Urban Development Agencies: City and Industrial Development Corporation (CIDCO); Housing and Urban Development Corporation (HUDCO); Maharashtra Housing and Area Development Authority (MHADA)
6. Urban Development Programmes: Slum Improvement Programme; Jawaharlal Nehru National Urban Renewal Mission; Solid Waste Management.
7. Experiments in Urban Development: (i) JANMARG (BRTS project of Ahmedabad Municipal Corporation), (ii) Public-Private Partnership in water supply (Nagpur Municipal Corporation)

Recommended Readings:

1. Bhatnagar K. K. and K.K. Gadeock, *Urban Development and Administration*, New Delhi; Rawat Publications, 2007.
2. Mathur Om (ed.), *India: Challenge of Urban Governance*, New Delhi; National Institute of Public Finance and Policy (NIPFP), 1999.
3. Nishith Raj and Richa Varmani, *Urban Governance in India: Challenges and Prospects*, New Delhi; New Royal Book Company, 2007.
4. Rao C. Nagaraj and G. Sai Prasad, *Accountability of Urban Local Governments in India*, New Delhi; Atlantic Publishers, 2007.
5. Sivaramakrishnan K.C. (ed.), *People's Participation in Urban Governance*, New Delhi; Oxford University Press, 2006.
6. Sivaramakrishnan K.C., Amitabh Kundu and B.N. Singh (ed.), *The Oxford Handbook of Urbanization in India*, New Delhi, Oxford University Press, 2007.
7. Neerja Gopal Jayal, Amit Prakash and Pradeep K. Sharma, *Local Governance in India Decentralization and Beyond*, Oxford University Press, New Delhi, 2007.

8. S.R. Maheswari, *Local Government in India*, Lakshmi Naran Agarwal, Agra, 2003.
9. Pardeep Sachdeva: *Urban Local Government and Administration in India*, Kitab Mahal, New Delhi, 2000.
10. Pardeep Sachdeva: *Dynamics of Municipal Government and Politics in India*, New Delhi, Kitab Mahal 1991.
11. G. Shabbir Cheema and Dennis A. Rondinelli (eds.), *Decentralization and Development: Policy Implementation in Developing Countries*, Beyond, Sage Publications, New Delhi, 1983.
12. Pranab Bardhan and Dilip Mookherjee (ed), *Decentralization and Local Governance in Developing Countries: A Comparative perspective*, Oxford University Press, New Delhi, 2007.
13. Jain L.C. (ed.), *Decentralization and Local Governance*, New Delhi, Orient Longman, 2005.
14. A.K. Sharma, *Bureaucracy & Decentralization*, Mittal Publication, New Delhi, 2004.
15. Shyam Shrisath & Bhagwansingh Bainade, *Panchayati raj ani Nagari Prashasan*, Vidya Books, Aurangabad, 2014. (Marathi)

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4T3.3	Paper-III	Women and Governance
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Unit-I

1. Conceptual Setup, Women welfare & empowerment, Status of Women in Indian society.

Unit-II

2. Constitutional provisions for women empowerment, National policy for women empowerment.
3. Legal provisions for women: a) Violation of women's Rights b) Women Protection Act.

Unit-III

4. Women in Governance: Issues, challenges & consequences; Role of women administrator's in development process.

Unit-IV

5. Women participation in administration: Need of women's participation, Measures for ensuring fair participation and style and content of women's participation.
6. Women participation in Parliament, and State Assemblies and local government: Issues and challenges. Women in Banking and Private Sector-Study of ICICI and HDFC Banks.

Recommended Readings:

1. Sanjay Prakash Sharma, *Panchayati Raj*, Vista International Publishing, New Delhi, 2006.
2. S. P. Sharma, *Rural Development and Panchayati Raj*, Vista International Publishing, New Delhi, 2006.
3. Dr L. M. Singvi, *Democracy and the Rule of law*, Ocean Books Pvt. Ltd., New Delhi 2002.
4. Laxmi Devi, *Women in Politics Management and Decision Making*, Anmol publishing Pvt. Ltd. New Delhi, 1998.
5. S.N Ambedkar, *Women Empowerment and Panchayati Raj*, ABD Publishers, Jaipur 2005.
6. Kumar Raj, *Women in Politics*, Anmol Publishers Pvt. Ltd., New Delhi, 2000.
7. Kumar Raj, *Women and leadership*, Anmol Publishers Pvt. Ltd., New Delhi, 2000
8. Trivedi B. K. *Women and Panchayati Raj*, Cyber Teah Publishing, New Delhi, 2009.
9. K. L. Chanabreek & Dr. M. K. Jain: Eminent women Administrators, Shree Publishers, 2007.

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4T3.4	Paper-III	Project Report
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Completion of Project Report is compulsory of 17,500 to 20,000 words on any topic relating to the subject matter of any paper of any Semester.

The topic for the Project Report will have to be approved by Head of the Department and the Research conducted under his/her guidance or under a Teacher approved by him. Three copies including the original should be submitted not later than March 31.

This option will be available only to the regular students.

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Semester- IV

Paper- IV : For those students who do not adopt the foundation paper of other subject		
4T4.1	Paper- IV	Safety Management and Administration

Unit-I

The health and safety at work act 1947; General Safety legislation; Accident Reporting and investigation; Accident prevention and control, Specialized machinery tool & tackles - (Scaffolding, Hoist and Hoist Tower, Ladders, Steps & Lightweight Staging)

Unit -II

- a) Hazard Identification and Control - (Manual Handling, Excavations, Asbestos, Lead Hazards)
- b) Personal, Protective Equipment (PPE) use and purpose- Protection of Eyes, Protection of Skin,
- c) Highly Flammable Liquids and Petroleum- based Adhesives, Liquefied Petroleum Gases, vehicle Fuel (Including Petrol, Diesel & LPG)
- d) Fire-Legislation, Prevention and Control

Unit-III

- a) Preparation and Control & Electrical Related Safety- Electricity on site,
- b) Fire Aid at Work, Buried Services,
- c) Mobile Elevating Work Platforms,
- d) Waste Management,
- e) The Control & Substance Hazardous to Health

Unit-IV

The New Roads and Street Work Act, 1991; Dust Hazards and the Control of Fumes; The Construction (Design and Management) Regulation 1994, Security on Site; Safety with steelwork; Safety Policies; Method Statements and Risk Assessment, Behavioral Safety and Science

Recommended Readings:

1. Health and Safety Commission and Executive Act,

2. Construction Industry Training Board Act,
3. Used in the Building and construction Industry Act,
4. Latest Revisions of GE, 700 Modules
5. Book -Industrial Safety
6. Book- Fire Prevention in Construction
7. Adrian Flynn and John Shaw, *Management Briefs: Safety Matters*, Viva Books, New Delhi, 2015.
8. S. B. Tyagi and D. C. Nath, *Industrial Security: Management and Strategies*, Lancer Publishers, New Delhi, 2009.
9. Dan Petersen, *Safety Management: A Human Approach*, American Society of Safety Engineers, USA, 2001.
10. James T. Tweedy, *Healthcare Hazard Control and Safety Managemnt*, CRC Press, USA, 2014.
11. Joseph F. Gustin, *Safety Management: A Guide for Facility Managers*, Taylor & Francis, 2007.

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FOUNDATION-II

(only for the regular students of other department)		
4T4 F	Paper- IV	Introduction to Indian Administration

Unit-I

• **Evolution of Indian Administration:** Administration in Ancient, Medieval and Modern India (British Period); Constitutional Context and Silent features of Indian Administration; Fundamental rights and duties; Directive principles of State policy.

Unit-II

• **Union Administration:** Executive, Parliament, Judiciary- structure and functions; The Prime Minister's Office; Ministries and Departments (Finance and Home).

• **State Administration:** The Governor, Chief Minister and Council of Ministers; Chief Secretary; State Judiciary.

• **District Administration:** District Collector and his changing role; Democratic decentralization- Panchayati Raj and Urban Local Government

Unit-III

• **Planning in India:** National Institute for Transforming India (NITI) Aayog; National Development Council; Planning at state and local levels.

• **Constitutional and Non-constitutional Bodies:** Election Commission, UPSC, Finance Commission, Lokayukta, National Human Rights Commission.

• **Civil Services in India:** Recruitment and Training of Civil servants of All India and Central Services, Generalists and Specialists, Minister – Civil Servant relationship.

Unit-IV

• **Centre-State Relations:** Legislative, Administrative and Financial Relations.

• Role of Comptroller and Auditor General of India

• **Recent Concepts and Issues:** Good Governance; Ethics/values in public administration; E-Governance; Public Private Partnership; Corporate Governance; Administrative Corruption; Problems of administration in coalition regimes; SEZ and Land acquisition.

Recommended Readings:

1. Hoshiar Singh, *Indian Administration*, Kitab Mahal, New Delhi, 2004.
2. S.R. Maheshwari, *Indian Administration*, Orient Longman, Delhi, 2005.
3. S.R. Maheshwari, *Public Administration in India*, Oxford University Press New Delhi, 2005.
4. Padma Ramchandran, *Public Administration in India*, National Book Trust, New Delhi, 2006.
5. Ashok Chanda, *Indian Administration*, George Allen & Unwin, London, 1958.

6. S.R. Maheshwari, *State Governments in India*, Orient Longman, Delhi, 2005.
7. Ramesh K Arora and Rajani Goyal, *Indian Public Administration: Institutions and Issues*, Vishwa Prakashan, New Delhi, 1996.
8. Kuldeep Mathur, *From Government to Governance*, National Book Trust, New Delhi, 2010.
9. Bibek Debroy (ed.), *Agenda for Improving Governance*, New Delhi, Academic Foundation, New Delhi, 2004.
10. Devesh Kapur and Pratap Bhanu Mehta (eds.), *Public Institutions in India*, OUP, New Delhi, 2005.
11. K. R. Bang, *Bharatiya Prashashan*, Vidya Books, Aurangabad, 2004. (Marathi)
12. Satish Dandge, *Bharatiya Prashashan*, Chinmay Prakashan, Aurangabad, 2007. (Marathi)
13. Mahav Godbole, *Prashashanache Pailu, Vol. I and II*, Shreevidya Prakashan, Pune, 1999 and 2000. (Marathi)

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