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SHIVAJI UNIVERISTY, KOLHAPUR-416 004.
MAHARASHTRA
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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४.

दूरध्वनी : (ईपीएबीएक्स) २६०९०००(विस्तारित क्र. २६०९०९४) तार : यूनिशिवाजी

SU/BOS/Soc.Sci./4800

Date :4/8/2006

To,

All concerned

**Sub :- The newly introduced syllabus in the subject of
Public Administration at M.A. Course.
(External Students only)**

Sir/Madam,

With reference to the subject mentioned above, I am directed to inform you that the University authorities have given approval to the syllabus in the subject of Public Administration at M.A. Course. (External Students only)

A copy of the same is enclosed herewith for your information and necessary action. The newly introduced syllabus will come into force from academic year 2006-2007 and onwards.

Kindly bring it to the notice of all concerned . The same is also available on the **University Web-site [http :// WWW. unishivaji. ac. in.](http://WWW.unishivaji.ac.in)**

Thanking you,

Yours faithfully,
Sd/-
Dy. Registrar,
Board of Studies Section

Encl.:-As above

Copy to :

- 1) Dean, Faculty of Social Sciences
- 2) Appointment Section
- 3) External Section
- 4) P.G. (Admission) Section
- 5) P.G. (Affiliation) Section
- 6) Eligibility Section

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Shivaji University, Kolhapur.

Syllabus : M.A. in Public Administration (External Students only) Introduced from Academic year 2006-07

Preamble :

With the growing importance of the subject - Public Administration in the era of globalization and competition, the subject is introduced for the benefit of the students at P.G. level (External) This subject is also gaining popularity amongst UPSC/MPSC students belonging to Medical/Engineering/Science/ Social Science disciplines.

1. **Title** :- M.A. in Public Administration(External students only)
2. Duration of the Course-Two academic years
3. Admission Condition
 - A. A Student who has completed his Bachelor degree with Political Science as one of the subject
OR
 - B. A student who has Public Administration as a subject for his degree (IDS)
OR
 - C. A student who has completed his Bachelor degree with any subject other than the above mentioned needs to appear for entrance examination and qualify for the course.
4. Standard of Passing
 - A. Minimum passing for each paper will be 40% marks and aggregate passing for the course will be 40 % marks.
 - B. Candidates securing 40% marks in each paper shall be exempted from reappearing for the examination for the said paper/papers.
 - C. I) In order to secure a second class a candidate shall have to secure at least 50 % or more marks.
II) In order to secure a First class, a candidate shall have to secure at least 60% or more marks.
III) In order to secure a first class with Distinction a candidate shall have to secure at least 70% or more marks.
5. Total papers:- The course will consist of eight papers of 100 marks each
6. Division of Marks: - All papers will be compulsory of 100% marks each.
7. Pattern of Question Paper: - The Pattern of Question paper will be as per Post Graduate Course under social science faculty.

Paper I

Indian Polity, Society and Economy

- Chapter 1 : Impact of British Rule in India : Indian National Movement and the making of India as a nation.
- Chapter 2 : Salient features of the Indian Constitution - Parliamentary Democracy
Federalism and Judiciary
- Chapter 3 : Indian Society - past and present - caste and Class - India in Transition -
Modernization of Indian Society

- Chapter 4 : Indian Economy - Indian Economy during British Period - Changing face of Indian Economy after independence mixed economy. Process of Modernization in Agricultural and Industrial sectors.
- Chapter 5 : Indian Bureaucracy, Its characteristics - Bureaucracy's changing role in development
- Chapter 6 : Politics of Development - Role of political parties, pressure groups and public opinion in the formulation of national policies relating to development.
- Chapter 7 : Globalization and its impact on Administration.
- Chapter 8 : Role of rural and urban local government in policy formulation, implementation and its impact on local people

Books for Reference :

1. A.R. Desai, Indian Nationalism
2. D.D. Basu, Indian Constitution
3. P.H. Appleby, Policy and Administration, Uni., Alabama Press, 1957.
4. J. Lapalmbora and M. Weiner (Ed.) Bureaucracy and Political Development, Princeton university press, 1996..
5. C.P. Bhambri, Bureaucracy and Politics in India, Delhi, Vikas, 1971.
6. Ralph Braibanti and J. Spengler, (Ed.), Administration and Economics Development in India, Duke, uni, 1963.
7. R.K. Arora (Ed.) Administrative change in India, Japan, Alekh, 1974.
8. M.N. Srinivas - Social Change in Modern India 1966,
9. M.N. Srinivas - Caste in Modern India - 1962.
10. G. Omvedt Reinventing Revelation : New Social Movement and the Socialist Tradition in India, London, M.E. Sharpe, 1993
11. Andre Beteille, Cast Class and Power : Changing Pattern of Stratification in Tanjora Village, Berkeley, University of California Press,
12. G. Austin, : The Constitution of India - Corner Stone of a Nation., Oxford University Press, 1966.
13. Frankel F., India's Political Economy, 1947 - 77, The Gradual Revolution, Prinstan University, 1978
14. Frankel F. (Ed.) Transforming India : Social and Political Dynamics of Democracy, New Delhi, Oxford University Press, 2000.
15. R. Bardhan - The Political Economy of India, Oxford Black well, 1988.
16. A.R. Desai, State in Society in India : Essays in Dissent, Bombay, Popular, 1974.

Paper II

Concepts and Principles of Public Administration

- Chapter 1: Administration – Meaning and Definition of Public Administration – Integral and Managerial view. Scope & significance of Public Administration
- Chapter 2: Similarities and Differences between Public and Private Administration, Evolution of Public Administration as a discipline. Politics – Administration dichotomy, Search for universal principles, Present Status
- Chapter 3: Development Administration New Public Administration, New Public Managerial Perspective, Democratic Administration, Criteria of Good Administration, Good governance.
- Chapter 4: Bases of Organisation, Hierarchy, Span of control: Unity of command, Coordination, Centralization – Decentralization, Delegation, supervision, leadership, authority and responsibility

- Chapter 5: Line-Staff and auxiliary agencies, Department, Boards and Public Corporation, Autonomy and accountability
- Chapter 6: Issues in Civil service, Generalist – specialist Controversy, Civil service Neutrality, Committed Bureaucracy, Whitley Council
- Chapter 7: Administrative Law and Administration Tribunals
- Chapter 8: Administrative Improvement, Major Administration Reforms, Scientific Management and Organizational Management
- Chapter 9: Modern of Business and Downsizing of Business
- Chapter 10: Control over Administration –Executive, Legislative & Judiciary.

Reference:

1. Rumki Basu, Public Administration, Concepts and Theories(second And.) sterling, New Delhi, 1990.
2. S.R. Maheshwari, Theories and Cocepts in Public Administration, Allied, Delhi, 1991.
3. R. Avasthi and Maheshwari, Public Administration, Agra, Laxminatain Aggarwal, 1996
4. Sharma M.P. & Sadana, B.L. Public Administration- Theory and Practice.
5. Prashant K. Mathuru, Public Administration, Police and planing, Kanishka, New Delhi, 1996.
6. C.P. Administration
7. Chabra S. Administrative Tribunals.
8. Sathe B.P. Administrative Law in India
9. Smita Gordan, Public policy and Administration in soviet Union, New York, Praeger, 1980
10. J.E. Anderson, Public policymaking, Boston, Iloughton, Miffin, 1990.
11. P. II. Appleby, Police and Administration, Alabama, Uni. Alabama press, 1957.
12. T. N. Chaturvdei (ed.) Contemporary Administrative Culture of India, New Delhi, Mittal. 1997.
13. P. R. Dubhashi, Recent Trends in Public Administration, Delhi, Kaveri, 1997.
14. C. M. Jain and A Ilingar (ED.) Administrative Culture : Premises and Perspectives. Jaipur, RBSA publication,1996.
15. J.Lapalambora & M. Weiner(Ed.), Bureaucracy and political development, princeton, N. J. Princeton Uni. Press,1996.
16. J.McGregor teal., Downsizing the Civil Service in Developing Countries, The Golden Ilandshake option Revisited public Administration and Development 18 (1), Feb. 1996.pp.61-76
17. L. D. Whit , Introduction to the Study of Public Administration, New york, Mcmillan, 1955.
18. Gadkari and Kohletkar, Introduction to Public Administration, Allied New Deilhi, 2000.

Paper III

Development Administration

- Chapter 1 : Concept of Development, Nature, Scope and importance of Development Administration, Similarities and Differences between Public Administration and Development Administration.
- Chapter 2 : Characteristics of Administration in Developing countries, Ecology of Administration.
- Chapter 3 : Policies of Development with special reference to Education, Weaker sections SCS/ST/Women and child and Health.

- Chapter 4 : New trends in people's self development and empowerment with reference to DRDA programme and EGS, special co-component plan for SCs and Tribal - Subplan for STs.
- Chapter 5 : Role of Five year plan in national development Problems and prospects.
- Chapter 6 : Planning at the state level - State Planning Boards - Objective and functions - their role in regional development.
- Chapter 7 : Planning at the local level - Role of District Planning Committee in making District Plan, Block Level Planning.
- Chapter 8 : Rural Development - role of community development and Panchayati Raj in rural development.
- Chapter 9 : Role of Municipalities, Corporations in Urban Development.
- Chapter 10 : Role of NGOs in Development. Role of International agencies in development - World Bank I.M.F., I.F.C. and Asian development bank.

References:-

1. R. K. Arora and S. Sharma (edi.) Comparative and Development Administration; Ideas and Action, Jaipur Arihant 1992.
2. N. Bava, The Social Science Perspective & Method of Public Administration; Policy and Development Approach, Uppal, New Delhi, 1992.
3. G. F. Gvant, Development Administration, Concepts, goals, Methods, (Maddison dst. Uni 1979
4. C. P. Bhambri, Administration in changing society, Delhi, National, 1978 .
5. R. Hooja, Planning concepts, setting and state level application, Jaipur, Alok, 1979.
6. M. Bhattacharya, Bureaucracy and Development Administration, Delhi uppal, 1979.
7. C. Bryant and L white, Managing development in the Third world, Boulder, Colorado, Westview Press, 1987.
8. Planning Commission, Report of the working Group on Block Level Planing. New Delhi, G.O.I., 1978.
9. Planning Commission, Report of the Working Group on District Planning, New Delhi G.O.I. 1984.
10. K. Prasad (ed.) Planning and its implementation New Delhi, IIPA, 1984
11. P. W. Purushottam & M. Karamatullah, Development Administration: A Rural perspective, Delhi, Kanishaka, 1993.
12. F.W. Riggs(ed) Froniers of Development Administration, Durham, Duke Uni, 1970
13. A.K. Sharma, Planning for Rural Development Administration, Jaipur, Rawat, 1995
14. H.Singh, Admistration of Rural Development in India, New Dehli. Sterling, 1995
15. G. Ram Reddy, Patterns of Panchayati Raj in India.
16. Somasekhara, State's Plannning in India, Bombay, Himalaya 1984
17. K.B. Shrivastava, New perspectives in Development Administraiton in India, New Delhi Concept, 1994
18. M. Umapathy, Development Administration Today Mysore, Meenakshi, 1994
19. S.P. Varma and S.K. Sharma(Edi) Development Administtration, New Delhi IIPA 1984
20. P.R. Dubhashi, Grammer of Planning, New Delhi IIPA 1983
21. PR Dubhashi, Rural Development Administration in India.
22. M Bhattacharya, Essays in urban Government, Calcutta, World Press, 1970
23. Bansal Prem, Administrative Development in India
24. S.K. Chatterjee, development Administration in India
25. N.R. Inamdar, Development Administration in India
26. V.A. Paipanandikar, Development Administration in India Mc Millan, 1975

Paper IV

INDIAN ADMINISTRATION

- Chapter: 1 Evolution of Indian administration; Mouryan, Moghul and British period.
- Chapter 2: Constitutional basis of Indian Administration :
Parliamentary Democracy, Federalism, Planning Commission, National Development Council, Finance Commission, Election Commission and Human Rights Commission.
- Chapter 3 : Organization of Administration of Indian Government : President, Prime Minister, Cabinet Committees, Cabinet Secretariat, Ministries in general.
- Chapter 4 : State Government Administration : Governor, Chief Minister, Council of Ministers, Chief Secretary, State Secretariat, Directorates.
- Chapter 5 : District Administration : Office of Collector, Changing role of the Collector
- Chapter 6 : Urban Local Government in India :
(a) Municipal Corporation 74th Amendment and its impact - Structure and functions the role of Municipal Commissioner in Administration
(b) Municipal Council : Structure and functions, Finances of urban local bodies.
- Chapter 7 : Rural Local Government in India : Evolution of Panchayati Raj in India - Panchayati Raj : 73rd Amendment and its impact. Structure and Functions - Zilla Parishad Panchayat Samiti and Gram Panchayat - Administration of Panchayat Raj : Role of Chief Executive Officer and Finances of rural local bodies.
- Chapter 8 : Major Issues in Indian Administration : Centre - State Administrative Relations, Values in Public service and Administrative Culture : Problem of Corruption - Lokpal Lok Ayukta, Morale of civil servants.

Reference:

1. R.K. Arora (ED) Administrative Change India, Jaipur, Alekh pub 1974
2. P.L. Bansal, Administrative Development in India, New Delhi, Streling 1974
3. C.P. Bhambhri, Bureaucracy and Politics in India, Delhi. Vikas 1971
4. R. Ravibanti & J. Spengler(Eds) Administration and Economic Development in India, Duke uni. 1963
5. P.R. Dubhashi, Rural Development Administration in India
6. R.B.Jain, contemporary Issues in Indian Administration, Delhi, Visha, 1976
7. S.R. Maheshwari, Evaluation of Indian Administration Agra, Laxminarain, Aggarwal, 1970
8. S.R. Maheshwari, Indian Administration, New Delhi, Orient Longman, 1998
9. O.P. Motiwal(Ed) Changing Aspects of Public Administration in India, Allahabad, 1976
10. Hoshiar Singh, Indian Administration, Allahabad, Century Press, Rep. 2000.
11. Padma Ramachandran, Public Administration in India, New Delhi. National, 1995
12. Avasthi & Avasthi, Indian Administration, Agra, Laxminarain Agarwal, 3rd Edn. 1995
13. Govt. of India (Home Affairs) Organization of Government of India New Delhi, 1971
14. I.I. P.A. Journals, (IIPA, New Delhi)
15. M.P. Sharma & Sadana B.L. Public Administration, Theory & Practice. Allahabad, kitmahal, 38th Edn. 1999.