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SHIVAJI UNIVERSITY, KOLHAPUR-416 004.

MAHARASHTRA

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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४.

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

Ref.No.SU/BOS/Soc.Sci./1512

Date : 22-5-2007

To,

All concerned.

Sub.:- The newly introduced syllabus in the subject of Public
Administration at M.A. Part-II Course
(For 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. Part-II Course (For 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 2007-08 and onwards.

Kindly bring it to the notice of all concerned. The same is also available on the University Web-site <http://www.unshivaji.ac.in>.

Thanking you,

Yours faithfully,

Sd/-

Dy. Registrar

BOS 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 of M.A. Part II in

Public Administration

(Introduced from Academic year 2007-08 onwards)

(*Note: External Students only*)

Following papers are introduced for M. A. Part II in Public Administration.
Students can opt following four papers

- Paper No. V - Administrative Thinkers
 Paper No. VI - Personnel Administration
 Paper No. VII - Financial Administration
 Paper No. VIII - Comparative Public Administration

Or

- Paper No. IX - Public Policy in India

Following is the detailed content of the syllabus

Paper No. V

Administrative Thinkers

1. Classical Thinkers:

- a) F. W. Taylor
- b) Henry Fayol
- c) Luther Gullick

2. Behavioral Thinkers:

- a) Elton Mayo
- b) Chester Barnard
- c) Herbert A. Simon
- d) M. P. Follett

3. Socio-Psychological Thinkers:

- a) Rensis Likert
- b) Chris Argyris
- c) Abraham Maslow

4. Bureaucratic Theory:

Max Weber and his critics
 Fred W. Riggs and administration of Developing
 Societies.

Books for study and reference:

- 1. F. W. Taylor, The Principles of Scientific Management
 (New York 1917)
- 2. Henry Fayol, Government and Industrial Management
 (London, Sir Isaac Pitman, 1949)

3. Gullick Luther and Urwick, Lyndall – Papers on the Science of Administration, (New York, Inst. of Public Administration, 1937).
4. Simon A. Herbert – Administrative Behavior, (New York, Free Press, 1976).
5. Likert Rensis – New patterns of Management (Tokyo, Mc Graw Hill, Kogakusha Ltd. 1961)
6. Barnard I. Cherter – The Functions of the Executive (Cambridge, Harvard Uni., 1938)
7. Ravindra Prasad etal – Administrative Thinkers
8. Pinto Marina R. – Management Thinkers
9. Riggs F. W. – Ecology of Public Administration, (New York, Asia Pub., 1961).
10. Lepawsky Albert – Administration (New Delhi, Oxford & IBH, 1966)
11. Pugh D. S. etal – Writers on Organization
12. Etzoni Amitai – Modern Organizations
13. Bendix Reinhard – Max Weber – An intellectual portrait (London, Heinemann, 1960)
14. Saprn R. K. – Theories of Administration (New Delhi, S. Chand & Co. 1996)
15. Maheshwari S. R. – Administrative Thinkers (New Delhi, Mac Millan, 1998)
16. Elton Mayo, The Social Problems of an Industrial Civilization (London, 1949)
17. A. H. Maslow, Motivation and Personality (New York, Harper E. Row, 1954)
18. Chris Argyris, Personality and Organization (New York, Harper and Row, 1957)

Paper No. VI
Personnel Administration
(India, U. K., U. S. A.)

1. Nature, Scope and Significance of personnel administration
2. Recruitment : bases and methods : Recruitment agencies- their composition, Powers and functions: Position Classification
3. Training- Meaning and Significance, Methods, Training materials, utility.
4. Promotion : Criteria, Methods, Evaluation and rating.
5. Discipline and morale – Meaning, Steps or Methods of achieving discipline and Morale.
6. Retirement : Problems connected with retirement, age of superannuation, retirement benefits
7. Rights and Duties of Civil Servants : Employees Union, Whitley Council, important rights of employees, Civil Service conduct rules, Civil Service neutrality
8. Recent Trends in problems of personnel administration

Books for study and reference:

1. E. N. Gladden, Civil Service or Bureaucracy, (London, Staples, 1956).

2. W. A. Robson, The Civil Service in Britain and France, (London, Hogart, 1956).
3. N. C. Roy, Civil Service in India, (Calcutta, 1966).
4. R. K. Dwarkadas, Role of higher Civil Service in India, (Bombay, Popular Prakshan).
5. Felix Nigro, Public personnel Administration, (New York, Holt & Co. , 1959).
6. Hoover Commission Reports on Civil Service.
7. Paul H. Appleby's Two Reports on Indian Administration.
8. Administrative Reforms Commission's Reports.
9. Fulton Committee Report.
10. K. C. Wheare, The Civil Service and The Constitution, (London, Athlono Press, 1945).
11. A. R. Tyagi, Rights and Obligations of Civil Service in India, (Delhi, Atmaram and Sons, 1961).
12. P. M. Blau, The Dynamics of Bureaucracy, (Chicago, Chicago Uni. Press, 1959).
13. A. D. Gorwala, The Role of the Administrator, (Poona, Gokhale Institute of Politics and Economics, 1952).
14. Glenn o Stahl, Public Personnel Administration, (New York, Harper & Bros, 1962).
15. K. L. Punjabi, The Civil Servants in India, (Bombay, Bhartiya Vidhyabhavan, 1965).
16. Dharma Vira, Memoirs of a Civil Servant, (Delhi, Vikas, 1975).
17. S. L. Goel, Public Personnel Administration (New Delhi, Sterling, 1984).
18. R. Bhaskara, Employer-Employee Relations, (New Delhi, Concept, 1978).

Paper No. VII

Financial Administration

1. Concept, Nature and importance of Financial Administration.
2. Monetary and Fiscal Policies – Resource mobilization, Tax and Non Tax sources, Public borrowings and Public Debt
3. Financial Agencies: Role of Ministry of Finance, Public Accounts Committee, Estimate Committee, Committee on Public undertaking
4. Financial Control; Nature and Techniques, Parliamentary Control over Finances, Delegation of Financial Power.
5. Concepts and types of budget; Preparation, Budget making & Control, Enactment and Execution of the Budget
6. Deficit Budget and Performance Budget
7. Audit – Meaning of Audit, its importance, Audit in U. K., U. S. A. & India. Need for separation of Accounts form Audit. Comptroller and Auditor General of India.
8. Globalization and Policy of disinvestment; its impact on economy.

Books for study and reference:

1. Thavaraj M. J. K – Financial Administration in India.
2. G. K. Ghosh – Financial System.
3. Wattal P. K. – Parliamentary Financial Control in India.
4. MJK. Thavaraj – Financial Management.
5. Dr. A. Y. Davshankar – लोक प्रशासन, कर्मचारी व वित्तीय प्रकाशन.
6. Hepwort N. P., The Finance of Local Government, London, Routeledge, 1984.
7. Chelliah Raja, Trends and Issues in Indian Federal Finance, New Delhi, 1988.
8. Lyden, Fermont J. and Miller Earnest; Public Budgeting Programme, Planning and evaluation.
9. Shastri K. S. Performance Budgeting for Planned Development.
10. Hauda K. L. Programme and Performance Budgeting.

Paper No. VIII**Comparative Public Administration**

1. Comparative Public Administration – Evolution, Nature, Scope & Significance.
2. Views of Fred Riggs and Ferrel Heady on Comparative Public Administration.
3. Post Colonial Legacies; Features of Administration in Developing countries.
4. Approaches to the study of Public Administration – Institutional, Behavioral Ecological & Policy Analysis. w. r. t. UK, USA & India.
5. Various control mechanisms over Administration in UK, USA & India – Legislative, Executive Judicial and non-formal institutions.
6. Comparative Economic systems and Administration.
7. Machinery for redressal of Citizens Grievances in UK, USA & India.
8. Local Government Institutions in UK, USA & India.
9. Interest groups and administration.

Books for study and reference:

1. Ferrel Heady: Public Administration; A Comparative perspective, New York, Maicd Dekker, 1984.
2. Fcrier S. E.: Comparative Governments.
3. Verma S. P. & Sharma S. K. (Ed.): Managing Public Personnel System – A comparative perspective.
4. Barlow, Max, Metropolitan Government, London, Routledge, 1991.
5. Verma S. P. & Sharma S. K. – Comparative Public Administration.
6. Chaturvedi Triloknath – Comparative Public Administration (Hindi).
7. Chandler, J. A. (Ed.), Local Government in Liberal Democracies : An introductory survey. London, Routledge, 1992.

8. Chapman, Richard A., and Dunsire A. (Eds.), *Style in Administration*, London, George Allen and Unwin, 1980.
9. Chaturvedi T. N., *Politics, Bureaucracy and Development : Some Issues*, Delhi, Uppal Publishers, 1988.
10. Chisholm, Donald, *Coordination without Hierarchy : Informal structure in multiorganizational structures*, New York, University of California Press, 1992.
11. Dents, Brune and Francesco K. Jellberg (Eds.), *The Dynamics of Institutional Change, Local Government reorganization in Western Democracies*, New Delhi, Sage Publications, 1988.
12. Hepworth, N. P., *The Finance of Local Government*, London, Routledge, 1984.
13. Kass, Henry D. and Bayard, L. Catron, *Images and identities in Public administration*, New Delhi, Sage Publications, 1990
14. Kellner, Peter and Crowther, Lord Hunt, *The civil servants : an enquiry into Britain's ruling class*, Great Britain, George Allen and Unwin, 1980.
15. King, David, *Local Government Economics in Theory and Practice*, London, Routledge, 1981.
16. Lane, Jan-erik (Ed.), *Bureaucracy and Public Choice*, New Delhi, Sage Publications, 1987.
17. Page Edward C. and Michael J. Goldsmith (Eds.), *Central and Local Government Relations, A comparative analysis of West European Unitary States*, New Delhi, Sage Publications, 1987.
18. Plewden, William, (Ed.), *Advising the rulers*, U. S. A., Basil Blackwell, 1987.
19. Ridley, F. F. (Ed.), *Government and Administration in Western Europe*, Martin Roberston, Oxford, 1979.
20. Siedentope, Heinrich and Ziller, Jacques (Ed.), *Making European Policies Work : The implementation of community legislation in the member states*, Vols. I and II, New Delhi, Sage Publications, 1988.
21. Sikka, R. P., *The Civil Service in India*, Delhi, Uppal Publications, 1984.
22. Singh, S. N., *Local Government: a comparative perspective*, Delhi, Uppal Publications, 1991.
23. Wamsley, Gary L. and others, *Refounding Public Administration*, New Delhi, Sage Publications, 1990.

Paper No. IX **Public Policy in India**

1. Public Policy – Meaning, nature and significance of Policy studies, Determinants of Policy making
2. Policy making processes and structures in India –
 - a) Formulation of Policy in India – I
The role of Executive Legislature and judiciary

- b) Formulation of Policy in India – II
Political parties, Pressure groups, Non-governmental organizations, Mass Media, Public opinion.
- c) Feed back mechanism.
- 3. Policy implementation:
 - a) The role of governmental agencies.
 - b) The participation of Non-governmental organizations and citizens participation
 - c) Problems in implementation of policy
- 4. Policy analysis – Rational, Comprehensive Institutional and incremental models
- 5. Analysis of different policies of the government in India
 - a) Policies regarding welfare of women and children.
 - b) Educational Policies
 - c) Policies of Poverty alleviation and tribal development programmes
 - d) Policy of Health and medicines
- 6. Changing nature of Public Policy in the age of globalization.
 - a) Impact of globalization and Liberalization on Public Policy
 - b) The role of private sector in Public Policy
 - c) Reforms suggested.

Books for study and reference:

1. Dayl, I – and other Dynamics of formulating Policy in government of India concept New Delhi 1976
2. Ganapati R. S. and others (Ed.) Public Policy and Policy Analysis in India Sage. New Delhi 1985.
3. Kashyap S. (Ed.) National Policy studs Tata Maccvall Hall Publishers house New Delhi 1990
4. Madan K. D. Public Policy making in government of India. Publication Division Ministry of information and broad casting Delhi 1982
5. Anderson J. E. Public Policy making Praeger, New Delhi 1975
6. Bauer R and K. J. Gergen- The study of policy formulation Free Press New York 1968
7. Macpnerson S. Comparative Social Policy and third world wheat seaf, England 1987
8. Rastogi P. N. Policy analysis and problem, serving for social systems, Sage, New Delhi 1992