

Department of Public Administration

Semester Wise Syllabus

M.A. Semester I

(Private Student)

Paper I

Administrative Thought

प्रशासनिक चिंतन

MM-50

UNIT I :

Kautilya, Woodrow Wilson (Evolution of Public Administration)

Henri Fayol, Luther Gulick and L.B. Urwick (Principles of Management)

कौटिल्य, वुडरो विल्सन (लोकप्रशासन का विकास)

हेनरी फेयोल, लुथर गुलिक, एल.बी. उर्विक (प्रबंध के सिद्धांत)

UNIT II :

Frederick Winslow Taylor (Scientific Management)

Max Weber, Karl Marx (Bureaucratic Theory)

फ्रेडरिक विल्सन टेलर (वैज्ञानिक प्रबंध)

मैक्स बेवर, कार्ल मार्क्स (नौकरशाही सिद्धांत)

UNIT III :

Elton Mayo (Human Relations Approach)

Mary Parker Follett (Conflict and Leadership)

Chester I. Barnard (Functions of Executive)

Herbert Simon (Decision making Process)

एल्टन मेयो (मानवीय संबंध उपागम)

मेरी पार्कर (संघर्ष एवं नेतृत्व)

चेस्टर आई बर्नार्ड (कार्यपालिका के कार्य)

हरबर्ट साइमन (निर्णय निर्माण की प्रक्रिया)

UNIT IV :

Abraham Maslow (Needs Hierarchy)

Frederick Herzberg (Motivation – Hygiene)

Douglas McGregor (Theory X and Theory Y)

Chris Argyris (Immaturity-Maturity Theory)

अब्राहम मैसलो (आवश्यकताओं का अनुक्रम)

फ्रेडरिक हर्जबर्ग (अभिप्रेरणा एवं स्वास्थ्य)

डगलस मैकग्रेगर (सिद्धांत एक्स तथा सिद्धांत वाई)

क्रिस अर्गोरिस (परिपक्वता – अपरिपक्वता का सिद्धांत)

UNIT V :

Fred W. Riggs (Ecological Approach)

Peter Drucker (Modern Management)

फ्रेड डब्ल्यू रिग्गस (पारिस्थितिकीय उपागम)

पीटर ड्रुकर (आधुनिक प्रबंधन)

Suggested Readings :-

- Maheshwari, S. R. (2003). Administrative Thinkers (2nd Edition). Delhi: Macmillan India Limited
- Ostrom, Vincent. (1975). Public Choice Theory: A New Approach to Institutional Economics; American Journal of Agricultural Economics, Vol. 57, No. 5, Proceedings Issue (Dec., 1975), pp. 844-850
- Ostrom, Vincent and Allen, Barbara. (2007). The Intellectual Crisis in American Public Administration. Alabama: The University of Alabama Press.
- Etzioni, A. (1964). Modern Organizations. New Delhi: Prentice Hall.
- Prasad, D. R. & Prasad, V.S., Satyanarayana, P., Pardhasaradhi, Y. (2017). Administrative Thinkers. New Delhi: Sterling.
- Sapru, R.K. (2006). Administrative Theories and Management Thought. New Delhi: PHI
- Gross, B. (1968). Organizations and their Managing. New York: Free Press.
- Pugh D.S., Hickson D.J. & Hinings C.R. (2007). Writers on Organizations. Harmondsworth: Penguin.
- Evans, Michael. (2004). Karl Marx. London: Routledge.
- Fadia, B.L. and Fadia, Kuldeep. (2017). LokPrashasan. Agra: SahityaBhawan.
- Pugh, Derek S. (Ed.) (1990). Organization Theory: Selected Readings. Third Edition. London: Penguin Business
- Riggs, Fred Warren. (1962). Ecology of Public Administration. USA: Asia Publishing House
- Riggs, Fred W. (1964). Administration in Developing Countries: The Theory Of Prismatic Society. Boston: Houghton Mifflin

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M.A. Semester I

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Paper II

Comparative Public Administration

तुलनात्मक लोक प्रशासन

MM-50

UNIT I :

Comparative Public Administration : Meaning, Concept, Nature, Scope and Signification.

तुलनात्मक लोक प्रशासन – अर्थ, अवधारण– प्रकृति, क्षेत्र और महत्व

UNIT II :

Theories and Models of Comparative Public Administration. Ecological Model and Bureaucratic Model.

तुलनात्मक लोक प्रशासन के सिद्धांत और उपागम : पारिस्थितकीय प्रतिमान और नौकरशाही प्रतिमान

UNIT III :

Comparative Feature of Administration Development : UK, USA and Japan.

विकास प्रशासन की तुलनात्मक विशेषताएँ : ग्रेट ब्रिटेन, संयुक्त राज्य अमरिका और जापान

UNIT IV :

Control Mechanisms and Administration UK, USA, Japan.

Machinery for Redressal of Citizens, Grievance – UK, USA and Japan

नियंत्रण तंत्र और प्रशासन : ग्रेट ब्रिटेन, संयुक्त राज्य अमरिका, जापान

लोकशिकायत निवारण तंत्र – ग्रेट ब्रिटेन, संयुक्त राज्य अमरिका और जापान

UNIT V :

Comparative Features of Administration Culture UK, USA and Japan.

प्रशासनिक संस्कृति की तुलनात्मक विशेषतायें : ग्रेट ब्रिटेन, संयुक्त राज्य अमरिका और जापान

Suggested Readings :-

Avasthi, A. P. (2013); VikasPrashashan. Agra: Lakshmi Narain Agarwal Arora, R.K. (1972).

Comparative Public Administration: An Ecological Perspective. New Delhi: Associated Publishing House. Arora, R.K. & Sharma, S. (Eds.) (1992).

Comparative and Development Administration: Ideas and Actions. Jaipur: Arihand Centre for Administrative Change. Dwivedi, O.P. (1994).

Development Administration: From Underdevelopment to Sustainable Development. London: Macmillan. Farazmand, A. (Eds.) (2001).

Handbook of Comparative and Development Public Administration (2nd ed.) New York: Marcell Dekker Inc. Nadkarni, V & Noonan, N.C. (Eds) (2013).

Emerging Powers in a Comparative Perspective: The Political and Economic Rise of the BRIC Countries. USA: Bloomsbury Academic. Ray, S.N. (2004).

Modern Comparative Politics: Approaches, Methods and Issues. New Delhi: Prentice Hall of India. Sapru, R.K. (2003).

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Paper III

Indian Administration

भारतीय प्रशासन

MM-50

UNIT I :

Evolution of Public Administration in India: Ancient, Mughal and British India.

Constitutional framework–Parliamentary and federal Features.

लोक प्रशासन का भारत में विकास : प्राचीन, मुगल और ब्रिटिश भारत

संवैधानिक ढाँचा – संसदीय और संघात्मक विशेषताएँ ।

UNIT II :

Union Government President, Prime Minister and Council of Minister. Committee

System, Central Secretariat PMO. Election Commission and Electoral Reform

Union State Relations.

केन्द्रीय सरकार : राष्ट्रपति, प्रधानमंत्री और मंत्रिपरिषद्, समिति व्यवस्था, केन्द्रीय सचिवालय, प्रधानमंत्री

कार्यालय (पीएमओ), चुनाव आयोग और चुनाव सुधार, केन्द्र राज्य संबंध

UNIT III :

Accountability – legislative, Executive and Judicial.

Citizens Grievance redressal of Mechanism - Lokpal, Lokayukt, Central Vigilance

Commission (CVC)

उत्तरदायित्व – विधायिका, कार्यपालिका, न्यायपालिका ?

नागरिक – शिकायत निवारण तंत्र – लोकपाल, लोकायुक्त, केन्द्रीय सतर्कता आयोग(सी.व्ही.सी.)

UNIT IV :

Recruiting Agencies – Union and State, Public Service Commission

Administration Reforms.

भर्ती संस्थायें – केन्द्र और राज्य, लोक सेवा आयोग, प्रशासनिक सुधार

UNIT V :

Planning Commission, Neeti Ayog, NDC, State Commission and Boards Finance

Commission.

योजना आयोग, नीति आयोग, राष्ट्रीय विकास परिषद् (एनडीसी), राज्य आयोग और बोर्ड, वित्तीय आयोग

Suggested Readings :-

Arora, R. K. and Goyal, R. (1997). Indian Public Administration. New Delhi: VishwaParkashan.

Austin, G. (2009). Indian Constitution. Oxford: Claredon.

Avasthi and Avasthi. (2001). Indian Administration. Agra: LuxmiNarain Aggarwal

Avasthi & Avasthi (2017). BhartiyaPrashasan. Agra: LaxmiNarain Aggarwal Basu, D. D. (2013).

Introduction to the Constitution of India. (21st Edition). New Delhi: Lexus Nexus.

Chakraborty, Bidyut (2016). Indian Administration. New Delhi: Sage.

Fadia, B.L. and Fadia, Kuldeep (2017). Bharat Mein LokPrashasan. Agra: SahityaBhawan.

Fadia, B.L. and Fadia, Kuldeep (2017). Public Administration in India. Agra: SahityaBhawan.
Kapur, Devesh, Mehta, PratapBhanu&Vaishnav, Milan (eds.) (2007) Rethinking Public Institutions in India. New Delhi: Oxford University Press.
Maheshwari, S. (2001). Indian Administration. (6th edition). New Delhi: Macmillan.
Narain, I. (Ed.). (1976). State Politics in India. Meerut: Meenakshi.
Sharma, M.P. and Sadana, B.L. (2013). LokPrashasan: SidhantEvamVyavhaar. New Delhi: Kitab Mahal
Sharma, M.P. and Sadana, B.L. (2010). Public Administration in Theory and Practice. New Delhi: Kitab Mahal.
Singh, H. (ed.). (2008). Indian Administration. Jaipur: Aalekh Publishers.
Singh, M and Singh, H. (1989). Public Administration in India. New Delhi: Sterling Publishers.
Relevant websites

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Paper IV

Personnel Administration

कार्मिक प्रशासन

MM-50

- UNIT I :** Meaning and Significance of Personnel Administration.
कार्मिक प्रशासन का अर्थ एवं महत्व,
Rank and Position Classification Concept and bases.
पद और स्थिति वर्गीकरण अवधारणा एवं आधार
- UNIT II :** Human Resource Development Concept and Significance. manpower Planning,
मानव संसाधन विकास की अवधारणा एवं महत्व : श्रमशक्ति नियोजन, भर्ती
Recruitment.
भर्ती
- UNIT III :** Training and Development
प्रशिक्षण एवं विकास
- UNIT IV :** Promotion- Performance Appraisal Scheme.
पदोन्नति – निष्पादन मूल्यांकन योजना
- UNIT V :** Constitutional Provisions Regarding Civil Services, Pay Commission, Code of
लोकसेवा संबंधी संवैधानिक प्रावधान – वेतन आयोग
Conduct, Disciplinary Action.
आचार संहिता, अनुशासनात्मक कार्यवाही

Suggested Readings :-

- Bhayana, S. S. and Singh S. (2016). Public Personnel and Financial Administration (4th ed.). Jalandhar: New Academics. Davar, Rustom S. (2008). Personnel Management and Industrial Relations in India (2nd ed.). New Delhi: Vikas Publishing House.
- Fadia, B.L. and Fadia, Kuldeep (2017). Bharat Mein LokPrashasan. Agra: SahityaBhawan
- Goel, S. L. and Rajneesh, S. (2002). Public Personnel Administration. New Delhi: Sterling.
- Government of India, 2nd Administrative Reforms Commission. (2010). 10th Report: Refurbishing of Personnel Administration - Scaling New Heights. New Delhi: Manager of Publications.
https://darpg.gov.in/sites/default/files/personnel_administration10.pdf
- Government of India. (1988). Report of the Commission on Centre-State Relations. Nasik: General Manager. Stahl, O. Glenn. (1971). Public Personnel Administration (6th ed.). New Delhi: Oxford and IBH Publishing.
- United Nations. (2008). New Approaches to Personnel Policy for Development. New York.

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