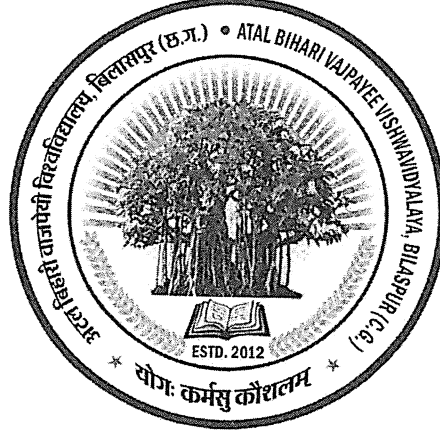# Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)

Scheme and Syllabus

of

M. A.(Public Administration)
Program Code: MAPUBAP130

Annual **system for affiliated college**
(As per LOCF and credit system)

w.e.f. 2023-2024

(As approved by AC and EC meetings held on 16.08.2023 and 18.04.2023 respectively)

Scheme of M.A. (Public Administration) under Annual System
Program Code: MAPUBAP130

Year	Course Code	Subject Name	Total	
			Max	Min
M.A. Previous	PUBAP101	Principles of Public Administration	100	36
	PUBAP102	Theories of Public Administration	100	36
	PUBAP103	Indian Administration	100	36
	PUBAP104	Development Administration	100	36
	PUBAP105	Administrative Behavior	100	36
		Subtotal	500	-

Member's of B.O.S.

Dr. A.K.Shukla

B.O.S. Expert

Dr. Harish Thakur

B.O.S. Expert

Dr. VandanaTiwari

Dr. S.K. Tiwari

Dr. G.S. Dhruwe

Dr. M.M. Bajpai

Dr. K.K. Mishra

Dr. MuktaDubey

Chairman B.O.S

PROGRAM OBJECTIVES

M. A. Public Administration objectives of the program are-

1. To fulfill contemporary societal needs of public governance and equip the learner / students with necessary knowledge, wisdom and skills relevant for local, national and international governance.

2. To develop specialized knowledge and skills among its students to engage themselves in Public governance and its related activities. There is need for well informed and proficient manpower for discharging regulatory responsibilities and delivering a set of quality services to the satisfaction of the citizens.

3. To prepare and competent the youth for civil services need and their academic development by equipping them with recent developments at national scenario, as the concerns for good Governance and citizen centric governance have become important objectives in addition to the Traditional narratives of efficiency, economy and effectiveness.

4. To develop students as a responsible part of civil society. In recent years, mega developments like information and communication technology, liberalization, privatization, globalization, decentralization and growing role of the civil society have impacted the role of the state and its agencies. It has changed the citizens' interface with the governance and market forces. Innovative citizen-centric practices in governance have been adopted across the world.

After successful completion of the course the learner will be competent and confident to capture and join various government opportunities such as civil service, police service and others. Besides planning career in activity area of public administration, the learners can also prepare themselves in research and teaching.

PROGRAM OUTCOMES (PO)

Learners with strong knowledge in public administration can deal with the critical issues of public and individual life including political, social, and economic aspects. The framework of the course and papers are designed in a way to develop understanding of the principles, institutions and their ecological concerns, processes and issues of local, regional, national and international levels of public governance and academics of public administration. After successful completion of Program the Learning Outcomes will be reflect:

1. Fair understanding of theories, principles, models and ideas of discipline of public Administration and its academic significance.

2. Competency to respond on contemporary societal needs of public governance and equip them with necessary knowledge, wisdom and skills relevant for local, national and International governance.

3. Knowledge about the inter-disciplinary nature and ecology of public administration in both theory and practice (activities).

4. Knowledge about public welfare administration, development administration and various schemes, programs, measures and techniques to achieve them.

5. Knowledge about the economic and finance part of the government and administration, and role-responsibilities of the citizen in their social and economic activities. 6. Knowledge about real working of administration and its personnel, and issues affecting their performance, efficiency and effectiveness.

7. Competency in communicational skill, group discussion, public speaking, academic writing and personality development through ability enhancement and skill development papers and CCE activities.

8. Familiarity with the issues of good governance, responsive governance, transparency and accountability, and the use of Information and communication technology in the field of public administration.

PROGRAMME SPECIFIC OUTCOMES (PSO)

The program specific outcomes of the M.A Public Administration program are as under-

1. Students would be able to live, perform and participate as a responsible citizen.

2. Students would be able to know about the research and development opportunities in the field of administration/policy/ governance studies.

3. Students would be able to analyze the effectiveness of governmental policies and program.

4. Students would gain confidence while dealing with administrative officials and political leaders.

5. Students would be able to develop their research aptitude and orientation.

		Member's of B.O.S.	M Dubey 08.08.23
Dr. A.K.Shukla	Dr. Harish Thakur	Dr. VandanaTiwari	Dr. MuktaDubey
B.O.S. Expert	**B.O.S. Expert**	Dr. S.K. Tiwari	**Chairman B.O.S**
		Dr. G.S. Dhruwe	
		Dr. M.M. Bajpai 06.08.23	
		Dr. K.K. Mishra	

Part A: Introduction		
Program: M.A.(Public Administration) MAPUBAP130	M.A. PREVIOUS	w.e.f.:2023-2024

1.	Course Code	**PUBAP101**
2.	Course Title	**PRINCIPLES OF PUBLIC ADMINISTRATION**
3.	Course Type	**THEORY**
4.	Pre-requisite (if any)	Nil
5.	Course Learning. Outcomes (CLO)	**At the end of this course, the students will be able to:** • Acquiring the knowledge of the elements, Principles of Public Administration as an academic discipline. • Ability to appraise and update about the developments and recent trends taking place in the discipline of Public Administration. • Capacity to understand the dynamics and extension of public administration and its activities.
6.	**Total Marks**	**100** **Min Passing Marks:36**

Unit	Topics
I.	**PUBLIC ADMINISTRATION:** -Definition, Nature and scope of Public Administration, private and Public Administration. Management and administration. Public Administration as a social science. Development of the discipline to the study of Public Administration. Contemporary Approaches to the study Administration. Behavioral System and Structural functional Approaches.
II.	**ADMINISTRATIVE ORGANIZATION:** -(a) Conceptions of Organization, Form's Organization, Structure of Organization and Concept of Line and Staff. (b) Department, Public Corporation, Independent Regulatory Commission. (c) Head Quarters and Field Agencies.
III.	**THEORY OF ORGANIZATION :-**Centralization, Decentralization and Delegation. Integration and Disintegration- Meaning, Definition, Different between Centralization, Decentralization and Delegation, Merit and Demerits.
IV.	**ADMINISTRATIVE PROCESS:-**(a) Policy Formulation and Decision Making (b) Communication (c) Leadership – Team Building, Motivation (d) Supervision and Controlling

अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छ.ग.)
कोनी पुलिस थाना के सामने, बिलासपुर–रतनपुर मार्ग, कोनी, बिलासपुर (छ.ग.) 495009

Website : www.bilaspuruniversity.ac.in

V.	**NEW PUBLIC ADMINISTRATION :-** Meaning of New Public Administration Origin of New Public Administration Importance of New Public Administration in Social Science

Part C - **Learning Resource**
Text Books, Reference Books, E-Resources

Reference Books:

1. A.Awasthi&S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.

2. SurendraKatariya, PrashasnikSiddhantEvamPrabandha, National Pub.House.

3. M. Lakshmikant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Company Ltd.

4. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal.

5. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.

6. Chandra PrakashBhambhri, Public Administration.

7. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, KitabMahal Publication.

8. A.R. Thyagi, Principles and Practice of Public Administration.

9. H.Singh and M. Singh, Public Administration in India Theory and Practice, Sterling Publication.

10. Mahadev Prasad Sharma, LokPrashashan- SiddhantaurVyavahar.

11. Awasthi and Maheshwari, LokPrashashan-IkBhumika, Lakshmi Narayan Agrawal.

E-Resources:

https://epustakalay.com/

https://dspace.lib.hawaii.edu/bitstream/10790/3396/1/prizzia.r-2001-0041.pdf

https://www.britannica.com/topic/public-administration

		Member's of B.O.S.	*M Dubey* 08.08.23
Dr. A.K.Shukla	Dr. Harish Thakur	Dr. VandanaTiwari	Dr. MuktaDubey
B.O.S. Expert	**B.O.S. Expert**	Dr. S.K. Tiwari	**Chairman B.O.S**
		Dr. G.S. Dhruwe	
		Dr. M.M. Bajpai	08.08.23
		Dr. K.K. Mishra	

Part A: Introduction		
Program: M.A.(Public Administration) MAPUBAP130	M.A. PREVIOUS	w.e.f.:2023-2024

1.	Course Code	**PUBAP102**
2.	Course Title	**THEORIES OF PUBLIC ADMINISTRATION**
3.	Course Type	**THEORY**
4.	Pre-requisite (if any)	Nil
5.	Course Learning. Outcomes (CLO)	**At the end of this course, the students will be able to:** • Acquiring the knowledge of the elements, theories of Public Administration as an academic discipline. • Ability to appraise and update about the developments and recent trends taking place in the discipline of Public Administration. • Capacity to understand the dynamics and extension of public administration and its activities.
7.	**Total Marks**	**100** **Min Passing Marks:36**

Unit	Topics
I	**ADMINISTRATION THEORY:** -Theory of Administration, Classical Theory, Scientific Management School, Human Relation. Theory System School. Public Administration as an Art or Science, Relation with other Social Sciences-Political Science, Law Sociology, History, and Economic.
II	**MANAGEMENT IDEAS:** -Budgeting Process, New Public Management. Relation with other disciplines Science and Technology, Psychology and Geography.
III	**SOME ISSUES :-** 1. Citizen Charter 2. Right to Information 3. Crisis Management 4. Stress Management 5. New Public Administration, New Public Management.
IV	**ACCOUNTABILITY OF PUBLIC ADMINISTRATION :-** a) Legislative Control b) Executive Control c) Judicial Control d) Public Control e) Internal Control Role and Important of Public Administration in Modern Societies.

V	**GOOD GOVERNANCE CHHATTISGARH:-** a) Time Management b) Office Management c) File System d) Difference between Good Governance Chhattisgarh, and Good Governance Madhya-Pradesh.

Part C - **Learning Resource**
Text Books, Reference Books, E-Resources

Reference Books:

1. A.Awasthi&S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.

2. SurendraKatariya, PrashasnikSiddhantEvamPrabandha, National Pub.House.

3. M. Lakshmikant, LokPrashashax, UPSC (Prelim.), Tata McGraw-Hill Publishing company Ltd.

4. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal.

5. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.

E-Resources:

https://epustakalay.com/

http://www.jeywin.com/wp-content/uploads/2010/03/Optional-Public-Administration-3-Theories-of-Administration

Dr. A.K.Shukla

B.O.S. Expert

Dr. Harish Thakur

B.O.S. Expert

Member's of B.O.S.

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Dr. K.K. Mishra

M Dubey
08.08.23

Dr. MuktaDubey

Chairman B.O.S

Part A: Introduction		
Program: M.A.(Public Administration) **MAPUBAP130**	M.A. PREVIOUS	w.e.f.:**2023-2024**
1. Course Code	PUBAP103	
2. Course Title	**INDIAN ADMINISTRATION**	
3. Course Type	THEORY	
4. Pre-requisite (if any)	Nil	
5. Course Learning. Outcomes (CLO)	**At the end of this course, the students will be able to:** • Knowledge about the evolution and growth of Indian Administration, its key features controlling and regulating Indian government system and administration. • Grasping the role and functions of Union Executive. • Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general. • Awareness about the institutions and mechanism in force for citizen-state interface.	
7. Total Marks	100	Min Passing Marks:36

Unit	Topics
I	**INDIAN ADMINISTRATION:-** Evolution of Indian Administration, Indian Administration, During British rule in Contemporary Context (A Synoptic View) Features of Indian Constitution.
II	**PARLIAMENTARY DEMOCRACY:** -Federal System, Political Executive: President, Prime Minister, Council of Ministers; Cabinet, Cabinet Secretariat Basic Constitutional Provision of Indian Administration Preamble, Fundamental Right.
III	**DEPARTMENTS:** - Attached Offices, Subordinate Offices, Procedure of work, Organization and working of Home and finance Ministries of Govt. of India, Directive Principle of State Policy, Fundamental duties.
IV	**UNION-STATE RELATIONS:** - Administrative, Legislative, Financial, Administrative Reforms. Constitutional Amendment Procedure.

V	**CHHATTISGARH ADMINISTRATION & CIVIL SERVICE IN INDIA :-** Recruitment Procedure to all India Central Civil Service, Union Public Service Commission Composition and Functions, Training of Civil Servants in India.

Part C - Learning Resource

Text Books, Reference Books, E-Resources

Reference Books:

1. A.Awasthi &S.R.Maheshwari, BhartiyaLokPrashashan, Lakshmi Narayan Agrawal.

2. Awasthi and Awasthi, Bharat main LokPrashashan, Lakshmi Narayan Agrawal.

3. SurendraKatariya, BhartiyaPrashashan.

4. BrijKishor Sharma, BhartiyaSanvidhan.

5. M. LakshmiKant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Ltd.

6. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal.

7. S. R. Maheshwari, UchchatarLokPrashashan, Lakshmi Narayan Agrawal.

E-Resources:

https://eresource.gov.in/login/login.php

https://epustakalay.com/

Member's of B.O.S.

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B.O.S. Expert   **B.O.S. Expert**   Dr. S.K. Tiwari   **Chairman B.O.S**

Dr. G.S. Dhruwe

Dr. M.M. Bajpai
08-08-23

Dr. K.K. Mishra

Part A: Introduction				
Program: M.A.(Public Administration) MAPUBAP130		M.A. PREVIOUS		w.e.f.:2023-2024
1.	Course Code	PUBAP104		
2.	Course Title	DEVELOPMENT ADMINISTRATION		
3.	Course Type	THEORY		
4.	Pre-requisite (if any)	Nil		
5.	Course Learning. Outcomes (CLO)	At the end of this course, the students will be able to: - Developing a basic intellectual understanding of development, its approaches, various actors determining development in the country in ecological and post-globalization context. - Gaining conceptual and theoretical understanding of good governance, e-governance, management techniques, people participation etc.		
6.	Total Marks	100		Min Passing Marks:36

Unit	Topics
I	**DEVELOPMENT ADMINISTRATION:** -Concept, Evolution Importance and Scope of the Theory of Development, Development Administration and Traditional Administration, Public Administration as an Instrument Development.
II	**PUBLIC ADMINISTRATION AND DEVELOPMENT ADMINISTRATION:-** Development Non Development, Dichotomy Concept of Administrative Development Characteristics and Role of Civil Society, Role of Law and Order Administration.
III	**CONCEPTS OF DEVELOPMENT AND MODERNIZATION:** -Concept of Economic Development Bureaucracy and Development, Role of Bureaucracy, People's Participation-Meaning, Importance, Types.
IV	**POLITICAL DEVELOPMENT AND SOCIAL FEATURES:-** Social featuresof Public Administration in developing countries. Planning Machinery in India at Centre and State Level Administrative Reforms and Development. Concepts Importance, Problems comes before Administrative Reforms Suggestion.

V	**DEVELOPMENT ADMINISTRATION AND THEIR ISSUES:-** ➢ Human Right in Public Administration ➢ Meaning and Definition of Human Right ➢ Human Right in UNO, Human Right in India ➢ References of Human Right in Chhattisgarh state ➢ Good Governance, E Governance.

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Part C - Learning Resource

Text Books, Reference Books, E-Resources
</div>

Reference Books:

1. A.Awasthi and A.Awasthi, VikasPrashashan, Lakshmi Narayan Agrawal.

2. Preeta Joshi, VikasPrashashan.

3. Edward Weidner, Development Administration.

4. SurendraKatariya, BhartiyaPrashashan.

5. Fred W. Riggs, Frontiers of Development Administration.

6. SurendraKatariya, PrashasnikSiddhantEvamPrabandha.

7. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal.

8. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.

9. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, KitabMahal Publication.

10. A.Awasthi&S.R.Maheshwari, BhartiyaLokPrashashan, Lakshmi Narayan Agrawal.

11. Rathod, Development Administration.

12. S.L. Goyal, Good Governance.

13. Faisal Al-Salem, The Ecology of Development Administration.

E-Resources:

https://eresource.gov.in/nacwc/login/login.php

Member's of B.O.S.

Dr. A.K.Shukla	Dr. Harish Thakur	Dr. VandanaTiwari	Dr. MuktaDubey
B.O.S. Expert	**B.O.S. Expert**	Dr. S.K. Tiwari	**Chairman B.O.S**
		Dr. G.S. Dhruwe	
		Dr. M.M. Bajpai	
		Dr. K.K. Mishra	

Part A: Introduction		
Program: M.A.(Public Administration) **MAPUBAP130**	M.A. PREVIOUS	w.e.f.:**2023-2024**

1.	Course Code	**PUBAP105**
2.	Course Title	**ADMINISTRATIVE BEHAVIOR**
3.	Course Type	**THEORY**
4.	Pre-requisite (ifany)	Nil
5.	Course Learning. Outcomes (CLO)	**At the end of this course, the students will be able to:** • Developing professional approach by enhancing understanding about the key elements of administrative behavior and organizational management. • Knowledge about theoretical contribution of prominent thinkers in the field of management and administration.
6.	**Total Marks**	**100** **Min Passing Marks:36**

Unit	Topics
I	**DECISION-MAKING:-** Meaning, Classification of Decisions, Decision Making Process and Stages. Herbert Simon's Decision Making Model, His other contribution and Criticism.
II	**COMMUNICATION:-** Meaning and Definition, Types (Formal and Informal). Significance, Communication Process, Barriers in Communication and Removal of Barriers, Motivation, Meaning, Definition, Traditional Theory of Motivation.
III	**THEORY PUBLIC ADMINISTRATION BEHAVIOR** Abraham Maslow's Need Hierarchy Theory, his other Contribution and Criticism. D. McGregor's Theory X and Theory Y, his other Contribution and Criticism. F. Herzberg's Two Factor Theory, his other Contribution and Criticism.
IV	**LEADERSHIP:-** Meaning and Definition. Theory of Leadership; Trait Theory, Behavioral Theory. Situational Theory. Types of Leadership. Merits for Leadership.

V	**PARTICIPATIVE MANAGEMENT:-** Concept and Importance. RensisLikert, his Contribution and Criticism. Chris Argyris; his Contribution and Criticism. Peter Drucker; his Contribution and Criticism.

Part C - **Learning Resource**
Text Books, Reference Books, E-Resources

Reference Books:

1. Prasad, Prasad &Satyanarayan, Administrative Thinkers,
2. S.R.Maheshwari, Administrative Thinkers, (PrashashnikVicharak),
3. M. Lakshmikanth: Public Administration (Tata McGraw-Hill Publishing Company Limited)
4. Management Thought and Thinkers, Prabhudutta Sharma, Research Publication McGraw-Hill Publishing Comp Ltd.
5. Ashok Kumar Dubey, PrashashnikVichardharayein, Tata
6. M. Lakshmikant, LokPrashashan, UPSC(Prelim.) Tata McGraw-Hill Publishing Comp. Ltd.
7. Ashok Kumar, PrashashanikChintak, Lakshmi Narayan Agrawal,
S. SurendraKatariya, PrashashanikChintan.
9. NarendraThori, PrashashanikVicharak.

E-Resources:

https://catalogue.nla.gov.au/catalog/342708

Dr. A.K.Shukla   Dr. Harish Thakur

B.O.S. Expert   **B.O.S. Expert**

Member's of B.O.S.

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Dr. S.K. Tiwari   **Chairman B.O.S**

Dr. G.S. Dhruwe

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Dr. K.K. Mishra