MA PUBLIC ADMINISTRATION – PAPER: 101
THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION

Unit-I
Meaning, nature, scope & significance of public administration and its new horizons, private and public administration: state versus market debate, new public administration and new public management perspective. Good governance: concept and application.

Unit-II
Evolution of public administration as an independent discipline and its present status, public administration as an art and science. Approaches and methods to study of public administration, Public administration in developing societies.

Unit-III
Concept of organization: importance, meaning, basis; formal and informal organization. Theory and approaches: classical theory, bureaucratic theory, human relation movement and behavioural approaches, system approach.

Unit-IV
Principles of organization: hierarchy, span of control, unity of command, authority & responsibility, authority & influence, supervision, delegation, coordination, centralization & de-centralization.

Unit-V
Structure of organization: chief executive and its role in organization; line, staff and auxiliary agencies, department, public corporation, independent regulatory commission, board & commission and head quarter field relationship.

Books Recommended
F.M. Marx (Ed.): Elements of public administration
Awasthi and Maheshwari: Public Administration
L.D. White: Intro. to the study of Public Adm.
E.N. Gladden: A History of Public Administration
AR Tyagi: Public Administration
Sharma & Sadana: Public Administration

QUESTION PAPER MAY KINDLY BE PREPARED ONLY IN ENGLISH
WITH HINDI TRANSLATION COMPULSORY
MA PUBLIC ADMINIS

UNIT-1
Concept, nature, scope, function and importance of public personnel administration.
Bureaucracy: its nature and concept, recent trends, types, Weberian relevance today.

UNIT-2
Position classification, recruitment & training of public personnel.

UNIT-3
Promotion, principles of salary, code of conduct and discipline, moral in civil services, employees organization and representation, whistle-blowers, council, right to strike & political rights of civil servants.

UNIT-IV
The concept of civil services, development of civil services; role of civil services in contemporary administration and developing society. Integrity in administration: the context of corruption, neutrality and anonymity. Generalist and specialist; relation with the political executive.

UNIT-V
Administrative law: meaning and significance; Administrative adjudication
Delegated Legislation: meaning, significance & demerits.

BOOKS RECOMMENDED
- Public Personnel Management
- Personnel Administration
- Savitri Vargiya Prasashan (Hindi)
- Karmik Prasashan (Hindi)
- Personnel Administration
- Administrative Reforms Commission

REPORTS ON PERSONNEL ADMINISTRATION
- Reports of Pay Commissions
- Report on Personnel Administration

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MA PUBLIC ADMINISTRATION - PAPER: 103
ELEMENTS OF FINANCIAL ADMINISTRATION

Evolution and significance of financial administration in India; financial administration under capitalist system; agencies involved in financial administration.

Budget: meaning, definition and types of budget; principles of performance budgeting; performance budgeting in India; PPBS; zero based budgeting, deficit financing.

Evaluation and objectives of fiscal policy in India; resource mobilization under the plans. Non-tax revenue, non-developmental expenditure; impact of fiscal policy. Fiscal policy, equality and social justice.

Principles of tax administration; direct and indirect taxes; problem of tax evasion and avoidance; reforming tax administration; and rationalization of indirect taxation.

Finances of local government; budget account and audit. Capital market in India: structure, role in industrial growth; growth of capital market in India, problems for strengthening. Securities and Exchange Board in India (SEBI).

Books Recommended
S. Lah : Financial Administration in India
J.K. Thavaraj : Financial Administration of India
P. Tyagi : Public Finance
Vedley Sundram : Public Finance
S. Sukkerjee : Indian Public Finance and Financial Adm.
A.R.C. Report of the Study Team of Finance of Administration

MA PUBLIC ADMINISTRATION - PAPER: 104
CONSTITUTIONAL SYSTEM IN INDIA: I

Unit-I: Constitutional development and framing of constitution of republic of India; salient features of Indian constitution; Preamble and significance of Indian constitution; Federal system, Parliamentary government, socialism, democracy, Fundamental rights; Directive Principles of State Policy fundamental duties.

Unit-II: The Judiciary- The Supreme Court, the High Court and Subordinate Courts, appointments of Judges of the Supreme Court and the High Court.

Unit-III: CAG (Comptroller and Auditor General of India), Attorney General, Advocate General and the Election Commission. Administration of schedules and tribal areas. Constitutional amendment process; main features of 42nd, 44th & 52nd Constitutional amendment.

Books Recommended
Taranvile Austin : The Indian Constitution: Corner Stone of a Nation
Monis Johns : Functioning of a Democratic Constitution.
V. S. Rao, B. : The Government and Politics in India
V. K. Keith : The Framing of Indian Constitution
Subhas Kashyap : Constitutional History of India
Subhas Kashyap : Our Constitution
I.D. Basu : Our Parliament
I.D. Basu : Introduction of Indian Constitution