SECOND SEMESTER

MA PUBLIC ADMINISTRATION - PAPER: 201

ORGANIZATION AND MANAGEMENT

The nature, and significance of management, task of management: Management by objective (M.B.O.), management by exception (M.B.E.), scientific management (F. W. Taylor). Public administration and management.

Tools of administrative management: decision making (contribution of Herbert A. Simon). Leadership, communication, morals, motivation.

Modern theory of organization: socio-psychological approach, human relations in organizations (Elton Mayo), conflict of management, policy making in administration, administrative planning. Participative management.

Accountability and control: legislative, executive and judicial control over administration, citizen and administrative, need for public participation in administration.

Administration reforms: early thinking an attempt, O & M: meaning, nature, function, technique, advantages and demerits, work study, work measurement, operation research, role of the computer in administration today, administration reforms in India: administration reforms since independent report of A.R.C. and other reforms.

Books Recommended

M. Bermgrose: Organization and Their Meaning
D. Givishoni: Organization and Management
L.S. Shrinath: PERT & CPM - Principles and Applications
I.L.O: Introduction to Work Study
Robins, Stephen P.: Organizational Management
Luthana, Fred: Organization Behaviour
Redden W.J.: Managerial Effectiveness
Comparative public administration: concept, nature, scope, evaluative significance, public administration and environment.

Theories and models of Comparative public administration: contribution of Paul Riggs, Montgomery, Ferrel, and Heidy, bureaucratic and ecological models.

Select features of the administrative system of UK, USA, France, Japan, Switzerland and China.

Development administration: concept, scope and significance. Development administration and traditional administration, concept of administrative development, changing profile of development administration, new directions in people's self-development and empowerment.

Select features of administration system in developed and society, interactions among bureaucrats, politicians, technocrats, social scientist, educationist and journalists, interactions in bureaucracy and citizens, peoples participation in development.

Development program: project and plan formulation, plan implementation and evaluation, project management. Special organization for the development of SC/ST and women. Problem of child labour, role of NGOs, development and environment.

Development administration in India: need, purpose, concept and importance of development administration in India context, administration for development early experiment (community development program) and other development programs, state development council with special reference to MP, role of fifth year plan in development, Jilla Sarkar (MP).

Books Recommended:

- Introduction to the Social Welfare
- Social Welfare Organization
- Concept & Methods and Social Work
- Social Work Administration: An Area of Social Work Practice
MA PUBLIC ADMINISTRATION – PAPER: 204
CONSTITUTIONAL SYSTEM IN INDIA: II

Unit I
Parliament: Lok Sabha and Rajya Sabha, structure and functions, officers of Parliament- position and role.

Unit II
The State Legislature: Vidhan Sabha and Vidhan Parishad; Officers of State Legislature.

Unit III
Legislative procedure: Formulation and passing of Bills in the Parliament. Role of President and Governor in the formulation of an Act in the Parliament and Legislative Assembly respectively and their comparison.

Unit IV
The Federal System: Distribution of legislative, Executive, Financial and administrative powers, Inter-state Relation Emergency Provision: Articles 352 and 356, Judicial Activism. Relevance of the present constitution

Unit V
Reforms

Suggested Reading:

- Chambri C.P
- Granville Austin
- Orris Johnns
- K Keith

- Public Administration in India
- The Indian Constitution corner stone of a nation
- Functioning of a Democratic constitution
- Constitution History of India