

JIWAJI UNIVERSITY, GWALIOR

SYLLABUS

OF

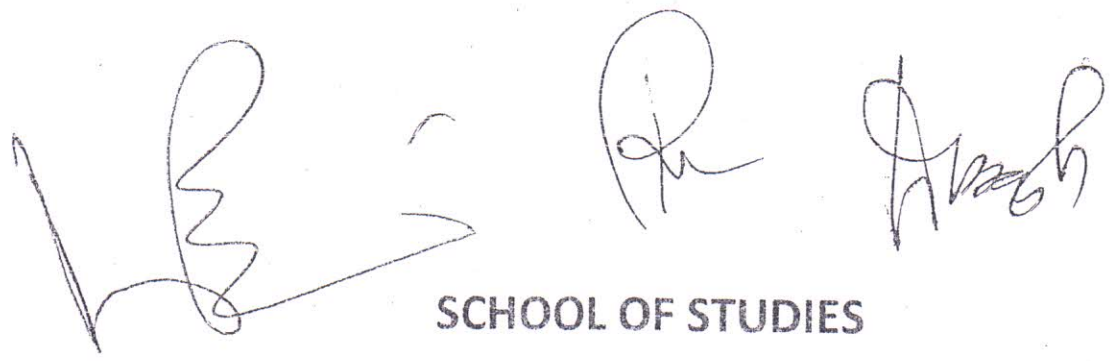
MA PUBLIC ADMINISTRATION

AND

EXAMINATION SCHEME

(Wef. 2015-2017)

CHOICE BASED CREDIT SYSTEM



SCHOOL OF STUDIES

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

JIWAJI UNIVERSITY, GWALIOR – 474011 (M.P.)

MASTER IN PUBLIC ADMINISTRATION
(FOUR SEMESTERS PROGRAM)
(CBCS – 2015- 2017)

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

SEMESTER I

| PAPER CODE | COURSE | CRC | L | T | P | Credit | Remarks |
|------------|--|------|---|---|---|--------|---------|
| 101 | Theories & Principles of Public Administration | Core | 4 | - | - | 04 | |
| 102 | Public Personnel Administration. | Core | 4 | - | - | 04 | |
| 103 | Elements of Financial Administration. | Core | 4 | - | - | 04 | |
| 104 | Constitutional System in India-I. | Core | 4 | - | - | 04 | |
| 105 | Assignment | | | | 1 | 01 | |
| 106 | Seminar | | | | 1 | 01 | |
| | Total Valid Credit | | | | | 18 | |
| 107 | Comprehensive Viva (Virtual Credit) | | | | 4 | 04 | |
| | Total Credit | | | | | 22 | |

SEMESTER II

| PAPER CODE | COURSE | CRC | L | T | P | Credit | Remarks |
|------------|--|------|---|---|---|--------|---------|
| 201 | Organization & Management | Core | 4 | - | - | 04 | |
| 202 | Personnel Administration in India | Core | 4 | - | - | 04 | |
| 203 | Comparative & Development Administration | Core | 4 | - | - | 04 | |
| 204 | Constitutional System in India-II | Core | 4 | - | - | 04 | |
| 205 | Assignment | | | | 1 | 01 | |
| 206 | Seminar | | | | 1 | 01 | |
| | Total Valid Credit | | | | | 18 | |
| 207 | Comprehensive Viva (Virtual Credit) | | | | 4 | 04 | |
| | Total Credit | | | | | 22 | |

yj. 2. 11. 2018

Sr. 201/18/1

Sr. Sr. & P.E

SEMESTER III

| PAPER CODE | COURSE | CRC | L | T | P | Credit | Remarks |
|------------|--|---------|---|---|---|--------|---------|
| 301 | Public Administration in India | Core | 4 | - | - | 04 | |
| 302 | Administrative Thought | Core | 4 | - | - | 04 | |
| 303 | Social Welfare Administration | Core | 4 | - | - | 04 | |
| 304 | Optional papers (a) Rural Development Administration. (b) Concept of Human Resource Development And Planning | Generic | 4 | - | - | 04 | |
| 305 | Assignment | | | | 1 | 01 | |
| 306 | Seminar | | | | 1 | 01 | |
| | Total Valid Credit | | | | | 18 | |
| 307 | Comprehensive Viva (Virtual Credit) | | | | 4 | 04 | |
| | Total Credit | | | | | 22 | |

SEMESTER IV

| PAPER CODE | COURSE | CRC | L | T | P | Credit | Remarks |
|------------|---|---------|---|---|---|--------|---------|
| 401 | Local Administration | Core | 4 | - | - | 04 | |
| 402 | Development Administration: Indian Perspectives | Core | 4 | - | - | 04 | |
| 403 | Methods & Techniques of Research & Statistics | Core | 4 | - | - | 04 | |
| 404 | Optional papers (a) Strategies and Issues in Human Resources Development (b) Rural Local Administration with due Ref. To MP | Generic | 4 | - | - | 04 | |
| 405 | Assignment | | | | 1 | 01 | |
| 406 | Seminar | | | | 1 | 01 | |
| | Total Valid Credit | | | | | 18 | |
| 407 | Comprehensive Viva (Virtual Credit) | | | | 4 | 04 | |
| | Total Credit | | | | | 22 | |

Handwritten signatures and marks are present below the table, including a large signature on the left and two smaller signatures on the right.

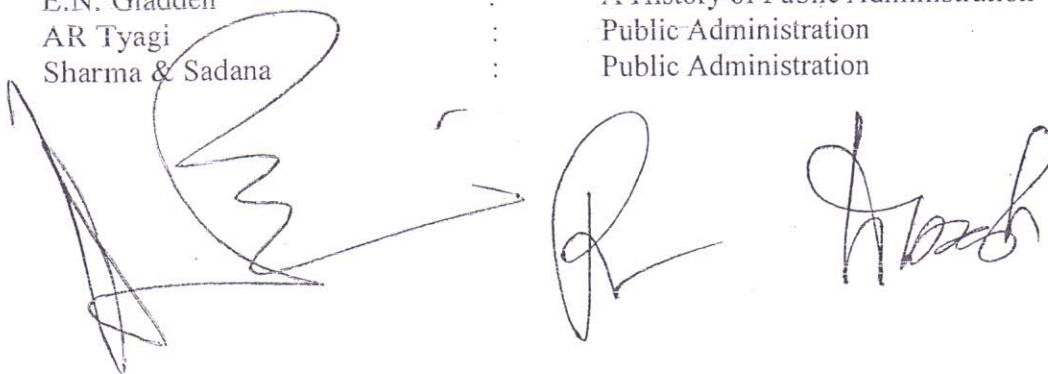
FIRST SEMESTER
MA PUBLIC ADMINISTRATION - Paper 101
THEORIES & PRINCIPLES OF PUBLIC ADMINISTRATION
CORE

CONTINUOUS ASSESSMENT: 40% AND END TERM ASSESSMENT: 60%

- 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 behavioral 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. | : | Intro. To the study of Public Adm. |
| E.N. Gladden | : | A History of Public Administration |
| AR Tyagi | : | Public Administration |
| Sharma & Sadana | : | Public Administration |

The bottom of the page features several handwritten signatures and marks. On the left, there is a large, stylized signature that appears to be 'R'. To its right, there is a smaller signature that looks like 'R'. Further right, there is another signature that appears to be 'Aash'. There are also some scribbles and lines scattered around these signatures.

