

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

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A-16

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

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PUBLIC ADMINISTRATION  
NOV -

M.A. M.Sc. .... Exam. Dec., 2016

First/Third Semester (FIRST SEM)

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# PUBLIC PERSONNEL ADMINISTRATION

FOR COLLEGE ONLY

Concept, nature, scope, function and importance of public personnel administration; bureaucracy: its nature and concept, recent trends, types, Weberian model and its relevance today.

Position classification, recruitment & training of public personnel.

Promotion, principles of salary, code of conduct and discipline; moral in civil service; employees organization and representation, whitey council, right to strike & political rights of civil servants.

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.

Administrative law: meaning and significance; Administrative adjudication

Delegated Legislation: meaning, significance & demerits.

## Books Recommended

Public Personnel Management  
Personnel Administration  
Savi Vargiya Prasashan (Hindi)  
Karmik Prasashan (Hindi)  
Personnel Administration  
Administrative Reforms Commission

David E. Kalinger  
V.M. Sinha  
C.M. Jain-Sharma  
V.M. Sinha  
Ghosh P.

Report on Personnel Administration  
# Reports of Pay- Commissions

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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.
- II 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.
- IV Principles of tax administration; direct and indirect taxes; problem of tax evasion and avoidance; reforming tax administration; and rationalization of indirect taxation.
- V Finances of local government; budget account and audit.
- Capital market in India: structure, role in industrial growth; growth of capital market in India, problems, measures for strengthening. Securities and Exchange Board in India (SEBI).

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Books Recommended

- : Financial Administration in India
- K. Thavaraj : Financial Administration of India
- Tyagi : Public Finance
- ey Sundram : Public Finance
- Mookerjee : 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

- I Constitutional development and framing of constitution of republic of India; salient features of Indian constitution; Preamble and significance of Indian constitution.
- II Federal system, Parliamentary government, socialism, democracy, Fundamental rights; Directive Principles of State Policy fundamental duties.
- III The Judiciary- The Supreme Court, the High Court and Subordinate Courts, appointments of Judges of the Supreme Court and the High Court.
- CAG (Comptroller and Auditor General of India), Attorney General, Advocate General and the Election Commission. Administration of schedules and tribal areas.
- IV Constitutional amendment process; main features of 42<sup>nd</sup>, 44<sup>th</sup> & 52<sup>nd</sup> Constitutional amendment.

Books Recommended

- iville Austin : The Indian Constitution: Corner Stone of a Nation
- : Functioning of a Democratic Constitution.
- ris Johns : The Government and Politics in India
- va Rao, B. : The Framing of Indian Constitution
- . Keith : Constitutional History of India
- phas Kashyap : Our Constitution
- phas kashyap : Our Parliament
- . Basu : Introduction of Indian Constitution

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