

CHOICE BASED CREDIT SYSTEM (CBCS)
M.A. PUBLIC ADMINISTRATION (MAPA)
COURSE CODE: MAPA
TOTAL CREDIT: 60

SEMESTER - I

MAPA101: THEORIES OF MODERN GOVERNMENT

Unit - I : Origin of State: Divine, Social Contract Theory & Historical Evolutionary Theory, Elements and Functions of State.

Unit - II : Concept & Forms: Liberty, Equality, Justice, Rights, and Sovereignty.

Unit - III : Forms of Government: Democratic and Non-Democratic, Parliamentary & Presidential, Unitary & Federal.

Unit - IV : Political Parties, Pressure Groups, Electoral Reform.

Unit - V : Contemporary Issues: Political Culture & Political Development, Political Socialization.

Books Recommended:

1. Arendt, Hannah - Crisis in Republic
2. Lipset, Martin - Political Man
3. Rawls, R.H. - A Theory of Justice
4. Sharma, U., Sharma, S.K. - Principles & Theory of Political Science
5. Johari, J.C., - Indian Government & Politics
6. Fadia, B.L. - Indian Government & Politics.
7. Johari, J.C. - Contemporary Political Theory
8. Asirvatham, Eddy & Mishra, K.K. - Political Theory
9. Basu, D.D. - Introduction to the Constitution of India
10. Sharma, B.K. - Introduction to the Constitution of India

MAPA 102: ADMINISTRATIVE THEORIES AND PRINCIPLES-I

- Unit - I : Public Administration; Concept and Evolution, Ecology, Public and Private Administration.
- Unit - II : NPA, NPM, State vs. Market Debate, Recent Development in Public Administration.
- Unit - III : Classical Theory, Administrative Theory: Bureaucratic Theory, Scientific Management Theory and Human Relation Theory.
- Unit - IV : Decision Making Theory, Behavioural Theory and System Approach.
-
- Unit - V : Principles of Organization: Hierarchy, Unity of Command, Span of Control, Authority and Responsibility.

Books Recommended:

1. Henry, Nicholas - Public Administration And Public Affairs
2. Taylor, Frederick W. - The Principles of Scientific Management
3. Etzioni, Amitai - Modern Organizations
4. Bendix R., Max Weber - An Intellectual Portrait
5. Blau, Peter H. - Bureaucracy in Modern Society
6. Nigro, Felix, A. - Modern Public Administration
7. Dixit Manoj (et. al) - Public Administration
8. Sahni, Pardeep (et. al) - Administrative Theory
9. Awasthi&Maheshwari - Public Administration
10. Sharma & Sharma - Public Administration
11. Bhattacharya, M. - New Horizons of Public Administration
12. Bhambri, C.P. - Public Administration

Copy

MAPA 103: INDIAN CONSTITUTION AND GOVERNMENT

- Unit - I** : Evolution of India Constitution: Regulating Act 1733, Pitts India Act 1784, Charter Act 1813, 1833, 1853, The Government of India Act 1858, 1909, 1919, 1935 & India Independence Act 1947.
- Unit - II** : Constitutional Philosophy: Salient features of Indian Constitution, The Preamble Nature of Indian Constitution Fundamental Rights, Directive Principle State Policy and Fundamental Duties.
- Unit - III** : Union Government: President, Prime Minister, Council of Ministers.
-
- Unit - IV** : State Government: Governor, Chief Minister, Council of Ministers, Governor-CM Relations.
- Unit - V** : Powers and Functions of Union & State legislature, Structure and functions of Judiciary, Public Interest Litigation, Judicial Activism.

Books Recommended:

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshiar - Indian Administration
3. Arora, R.K. & Goel, Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt & Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. & Avasthi, A.P. - Indian Administration
7. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India
11. Ramchandran, Padma - Public Administration in India
12. Charabarty, Bidut & Chand, Prakash - Indian Administration

MAPA 104- INDIAN ADMINISTRATION

Unit - I : Evolution of Indian Administration: Mauryan, Mughal & British Period and British Legacies to Indian Administration.

Unit - II : Central Administration: Structure & Functions of Central Secretariat: Cabinet Secretariat, Cabinet Secretary, Prime Minister's Office (PMO).

Unit - III : State Administration: Structure & Functions of State Secretariat, Chief Secretary; State Secretariat Vs Directorate; Divisional Administration & The Divisional Commissioner.

Unit - IV : District Administration; District Collector: Powers, Functions & Role, Law and Order, in DM-SSP & Commissionery System, Relationship between Police and Public.

Unit - V : Control over Administration: Legislative, Executive, Judiciary & Citizen.

Books Recommended:

1. Maheshwari, S.R. - Indian Administration
2. Singh, Hoshiar - Indian Administration
3. Arora, R.K. & Goel, Rajni - Indian Public Administration
4. Johari, J.C. - Indian Govt & Politics
5. Maheshwari, S.R. - State Administration
6. Avasthi, A. & Avasthi, A.P. - Indian Administration
7. Fadia, B.L. & Fadia, Kuldeep - Public Administration in India
8. Singh, Hoshiyar and Singh, Mohinder - Public Administration in India
9. Basu, D.D. Introduction to the Constitution of India
10. Johari, J.C. - The Constitution of India
11. Ramchandran, Padma - Public Administration in India
12. Charabarty, Bidut & Chand, Prakash - Indian Administration

Chandran

MAPA 105: ETHICS IN GOVERNANCE

(Choice Based)

Unit - I : Constitutional Values: The Preamble: Social Economic & Political Justice; Liberty, Equality & Fraternity; Unity & Integrity of the Nation; Dignity of Individual & Fundamental Duties.

Unit - II : Attitude: Meaning, Components & Types of Attitudes, Attitudes & Behaviours, Social, Political & Economic Attitudes.

Unit - III : Foundational Values for Civil Services: Rule of Law, Integrity in Administration, Code of Conduct, Neutrality Anonymity, Empathy, Tolerance & Compassion towards Weaker Sections.

Unit - IV : Ethics in Public Administration: Concept & Significance, Ethical Concerns & Dilemmas in Governance, Essence of Human Rights in Public Administration.

Unit - V : Emotional Intelligence: Concept, Dimensions; Its Utility and Application in Administration & Governance.

Books Recommendation:

1. R.K. Arora - Ethics, Integrity and Value in Public Services
2. 4th Report ARC-II
3. R.K. Arora - Ethics in Governance
4. Nadeem Hashain - Indian Society and Culture: Continuity and Change.

Signature

SEMESTER II

MAPA 201: ADMINISTRATIVE THEORIES AND PRINCIPLES-II

- Unit - I** : Delegation, Supervision, Control and Coordination.
- Unit - II** : Line, Staff and Auxiliary Agencies, Board and Commission.
- Unit - III** : Contingency or Situational Approach, Social Action Theory, Cybernetics Theory.
- Unit - IV** : Leadership, Communication, Motivation and Morale.
- Unit - V** : Administrative Techniques & Reforms: O & M, Network Analysis, MIS, PERT & CPM.

Books Recommended:

1. Henry, Nicholas - Public Administration And Public Affairs
2. Taylor, Frederick W. - The Principles of Scientific Management
3. Etzioni, Amitai - Modern Organizations
4. Bendix R., Max Weber - An Intellectual Portrait
5. Blau, Peter H. - Bureaucracy in Modern Society
6. Nigro, Felix, A. - Modern Public Administration
7. Dixit Manoj (et. al) - Public Administration
8. Sahni, Pardeep (et. al) - Administrative Theory
9. Awasthi&Maheshwari - Public Administration
10. Sharma & Sharma - Public Administration
11. Bhattacharya, M. - New Horizons of Public Administration
12. Bhambri, C.P. - Public Administration

Chaitanya

MAPA 202: ADMINISTRATIVE THOUGHT-I

- Unit - I : Woodrow Wilson, F.W. Taylor, Herbert Simon, Elton Mayo.
Unit - II : C.I. Barnard, M.P. Follet, Max Weber.
Unit - III : Abraham Maslow, F. Herzberg, Douglas McGregor,
Unit - IV : Chris Argyris, R. Likert, C. Alderfer, Y. Dror
Unit - V : Peter Drucker, F.W. Riggs, Karl Marx.

Books Recommended:

1. Barnard, Chester I. - The Functions of Executive
2. Simon, Herbert A. - Administrative Behaviour
3. McGregor, Douglas - The Human Side of Enterprise.
4. Likert, Rensis - New Patterns of Management
5. Argyris, Chris - Personality And Organisation
6. Manoj Dixit; et. Al - Public Administration
7. Maheshwari, S.R. - Administrative Thinkers
8. Prasad & Prasad - Administrative Thinkers
9. Sharma, Laxmi - Indian Political Thought

[Handwritten signature]