SYLLABUS
M.A. PUBLIC ADMINISTRATION : III SEMESTER

PAPER I: RESEARCH METHODOLOGY
(w.e.f. 2002-03 admitted batch)

1. Significance Method and Social Research
2. Concepts, Theory and Hypothesis
3. Research Methodology
4. Research Design and Sample Design
5. Data and Data Collection; Documents
6. Observation
7. Questionnaire the Schedules
8. Interview
9. Data Processing and Analysis
10. Statistical Application
11. Report Writing

Books Recommended:
1. Goode and Hatt : Methods in Social Research
2. S.V. Evera : Guide to methods for student of Political Science
3. A.C. Iaak : Scope and Methods of Political Science
4. T. Kuhn : The Structure of Scientific Revolution
5. D. Marah & G. Stoker : Theory and Method in Political Science
6. K.P. Popper : The Poverty of Historicism
8. Partha Nath Mukherji : Methodology in Social Research
I: INTRODUCTION
1. Meaning of E-Governance
2. Concepts of E-Governance
3. Implementing E-Governance

II: TECHNIQUES OF E - GOVERNANCE
1. GIS based Management
2. Citizen Database and Human Development
3. Video Conferencing

III: E - GOVERNANCE IN INDIA
1. E-Governance Policy
2. E-Governance Projects in States: Andhra Pradesh and Karnataka
3. E-Governance in India

IV: THE CHALLENGES OF E - GOVERNANCE
1. A prerequisite of good Governance
2. E-Governance in Democratic set-up
3. E-Governance Infrastructure
4. Security concerns

V: INDIAN THEORY AND PUBLIC ADMINISTRATION
1. Utilizations of Indian Theory in Public Administration
2. Raising Competence of Administration: Role of Indian Theory
3. Indian Theory and Good Governance
4. Indian Theory and Administrative Culture in India

Books Recommended and Articles:
2. Richard Hecks, Implementing and Managing E-Governance, Vistar Publications
3. Jan Erik Lane, New Public Management, Rout ledges, 2000
5. IJPA Special No. on “Indian Theory and Public Administration”, July-September, 2000
6. IJPA Special No. on “Towards Good Governance”, July-September, 2000
7. Articles on Indian Theory, E-Governance and Good governance for IJPA, ISDA Journal and Administrative Change.
Paper III: COMPARATIVE LOCAL GOVERNMENT
(With effect from 2002-2003 Admitted batch)

I: LOCAL GOVERNMENT IN INDIA
1. Evolution of Local Government in India
2. Local Government Institutions – Rural and Urban
3. Local Government Personnel
4. Local Government Finance
5. Political Parties and Local Government
6. State – Local Relations

II: LOCAL GOVERNMENT IN FRANCE
1. History and Traditions
2. Status of Local Government
3. Organizations and Functions of authorities

III: LOCAL GOVERNMENT IN U.K.
1. History of Local Government
2. Units of Local Government
3. London Government
4. Committee System
5. Chief Executive and Administrative Staff
6. Local Finance
7. Central Government and Local Authorities

IV: LOCAL GOVERNMENT IN U.S.A.
1. History of American Local Government
2. Units of Local Government
3. Forms of city Government
4. Functions & Finance of Local Government
5. State – Local Relations
6. Devices of Direct Democracy

V: TOPICS OF COMPARATIVE NATURE
1. Mayorality
2. Administrative Head
3. Committee System
4. Local Finance
5. Centre - State – Local Relations
6. Autonomy and control of Local Government Institutions

Books Recommended:
1. M.A. Muttalib : Theory and Practice of Local Government
2. S.R. Maheswari : Local Government in India
3. B.S. Khanna : Panchayati Raj in India
4. Hoshair Singh : Urban Local Government & Administration in India
5. William Hampton : Local Government and Urban Politics
6. R.M. Jakson : The machinery of Local Government
7. W.V. Hart : Introduction to the Law of Local Government Administration
8. D. Wilson and C. Game: Local Government in the United Kingdom
9. J.D. Steward : The Responsive Local Government
10. John Bourn : Management in Central and Local Government
11. W.V. Holloway : State and Local Government in the United States
12. Charles M. Kneier : City Government in the United States
13. A. Schmidt Viven : Democratizing France – The Political and Administrative History
Paper IV: INTRODUCTION TO COMPUTER APPLICATIONS
(With effect from 2002-2003 Admitted batch)

2. M.S. DOS and Fundamentals
3. M.S. Office – Word and Excel
4. M.S. Power Point
5. INTERNET Fundamentals – Internet Browsing – Downloading INFO.

References:
1. M.S. Office – Pustak Mahal, New Delhi
2. DOS, M.S. Office etc. for Dunnies – New Delhi
3. SSI, CD series on Office, Excel, Word and Power Point
I. INTRODUCTION
2. Principles of Office Organisation
3. Definition, Scope and Significance of Office Management
4. Principles of Office Management

II. OFFICE ORGANISATION
1. Office Environment
2. Office accommodation – Physical layout of Office use of Office space – shifting of Office
3. Office furniture, machinery, equipment and automation

III. OFFICE MANAGEMENT
1. Functions of Office Management
2. Filling System
3. Records Management

IV. MANAGEMENT
2. Accounts Management: Budgeting, Bills, Purchases, Contracts, Relations with Treasury
3. Office Automation

V. HUMAN RESOURCE MANAGEMENT
1. Morals and Motivation of Office Staff
2. Training of Office Staff
3. Staff Welfare
4. Handling Staff Activances

Books:
1. S.K. Sahni and G.S.P. Sundaresh : Office Organisation and Management
2. R.K. Chopra : Office Organisation and Management
3. C.L. Littlefield Rachel Frank : Office Administration and Management
4. S.P. Arora : Office Organisation and Management
5. Gernard Tavernier : Basic Office Systems and Records
6. Glen L. Gardiner : Practical Office Supervisor
7. S.P. Jain and T.N. Chabra : Modern Office Management
8. B.P. Singh et.al. : Office Management