

## **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
7. Festinger and Katz : Research Methods in Social Relations
8. Partha Nath Mukherji : Methodology in Social Research

**PAPER II: E - GOVERNANCE**  
(w.e.f. 2009-10 admitted batch)

**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:**

1. M.G. Gupta and R.K. Tiwari (eds.), Reinventing the Government, IIPA, 1998
2. Richard Hecks, Implementing and Managing E-Governance, Vistar Publications
3. Jan Erik Lane, New Public Management, Rout ledges, 2000
4. Work Bank Report, Good Governance: The Business of Government, 1997
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. Mayoralty
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
14. Alan Norton : International Handbook of Local and Regional Government: A Comparative analysis of Advanced Democracies

**Paper IV: INTRODUCTION TO COMPUTER APPLICATIONS**  
**(With effect from 2002-2003 Admitted batch)**

1. Computers – Types – Uses – P.C. and its parts and functions – I.T. and developments.
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 Dummies – New Delhi
3. SSI, CD series on Office, Excel, Word and Power Point

**Paper V (Optional): OFFICE ORGANISATION AND MANAGEMENT**  
**(With effect from 2002-2003 batch)**

**I. INTRODUCTION**

1. Meaning, Nature, Scope and Importance of Office Organisation
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
4. Basic functions of Modern Office: Planning, the work of correspondence routing scheduling and controlling in coming and outgoing mails – collecting and recording information – Report writing.

**III. OFFICE MANAGEMENT**

1. Functions of Office Management
2. Filing System
3. Records Management
4. Management of Office stationery and supplies – purchases, recording, storage and issue of supplies.

**IV. MANAGEMENT**

1. Office Personnel Management: Recruitment, Placement, Transfer, Training, Training promotion, Pay, Leaves conduct and discipline and retirement.
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 Advancements

**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