

SYLLABUS

M.A. PUBLIC ADMINISTRATION: IV SEMESTER

Paper I: MANAGEMENT SCIENCE

(w.e.f. 2002-003 admitted batch)

I. Introduction:

1. Meaning, Nature, Scope and Importance of Management.
2. Principles of Management
3. Evaluation of Management Science
4. School of Management Theory

II. Functions of Management

1. Decision-making
2. Planning
3. Communication
4. Leadership
5. Control and Supervision
6. Coordination

III Methods of Management Improvement

1. Organisation and Methods (O&M)
2. Work Study, Work Management and Work Simplification
3. Management by Objective (MBO)
4. Management by Exception (MBC)

IV. Management Systems

1. Budgeting systems – Performance Budgeting, PPBS, Zero-based Budgeting System
2. Management Information System
3. Systems Analysis

V. Management Techniques

1. Network Analysis – CPM and PERT
2. Operations Research
3. Cost-Benefit Analysis
4. Quality Circles
5. Application of Management Techniques in Government Organizations

Books recommended:

1. C.P. Barthwal – Understanding Management
2. George Claude – History of Management Thought
3. Earnest Dale – Management: Theory and Practice
4. Peter F. Drucker – The Practice of Management
5. S.L. Goel – Modern Management Techniques
6. N.S. Gupta – Principles and Practice of Management
7. T-Jangam – Recent Theories of Administration and Management
8. Donnell F. Koontz – Principles of Management
9. Robert E. Markland – Topics in Management
10. B.C. Mathur and others (eds.), Management in Government
11. George R. Terry – Principles of Management
12. Daniel A. Wren – The Evolution of Management Thought

Paper II : PUBLIC POLICY ANALYSIS

(w.e.f. 2002-003 admitted batch)

- I. Public Policy: Meaning, Nature, Scope and Importance.
- II. a) Determinants of Public Policy-Economy, Political Culture, Leadership and Technology.
b) Determinants – II: public Opinion, Media, Political Parties and Groups.
- III. a) Process of Policy Formation –Choices, alternatives innovation
b) Policy-making: Institutions (Legislative/Civil service, Judiciary)
- IV. a) Approaches/Models –I: (Decision-making Theory; Rational – Comprehensive theory, Elite Theory)
b) Approaches/Models-II: Incremental theory, Muddling through Theory of Lindblom, Group Theory
- V. Policy Implementation and Evaluation: Meaning, Techniques, Criteria and Problems

Suggested Readings:

1. R.K.Sapru : Public Policy, Sterling Publishers
2. H.J.Aaron, T.E.Mann and T.Taylor(eds.) : Values and Public Policy (Washington D.C:Brookings Institution, 1994)
3. J.E.Anderson : Public Policy Making (Boston:Houghton Mifflin, 1990)
4. W.Dunn:Public policy Analysis : An Introduction 2nd edn. (Englewood Cliffs, N.J.Prentice Hall, 1994)
5. Ira Sharkansky (ed.) : Policy Analysis in Political Science
6. Joyce M.Mitchell and William Mitchell : Political Analysis and Public Policy:An Introduction to Political Science, Chapters I and XIII
7. Charles L.Lindblom : The Policymaking Process, Chapters 1,2,3, and Appendix
8. Yehezkel Oror : Ventures in Policy Sciences, Chapter-2
9. Raymond A.Bauer&Kenneth J.Gegen(eds): The Study of Policy Formation, Chapters 1 and 4
10. Daniel Learner and Harold D.Lasswell : The Policy Sciences: Recent (eds.) Developments in Scope and Method.
11. A.Wildavasky : The Art and Craft of Policy Analysis
12. S.Ram Reddy & G.Haragopal : Public Policy and Rural Poor in India
13. M.Satynarayana : (Telugu Academy)
14. M.Vijayalakshmi&K.Ramachandra Murty: Prabhuthva Vidhama Visleshnana

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Paper III: DEVELOPMENT ADMINISTRATION

UNIT-I: Introduction

1. Evolution of the concept of Administration.
2. The Comparative elements in early administrative theory.
3. Sources of comparative Public Administration
4. Emergence of the comparative Public Administration Movement

UNIT-II: The concept of Development Administration

1. Definition, Scope and importance of Development Administration
2. Difference between Traditional Administration and Development Administration
3. Modernization
4. Bureaucracy and Political Development

UNIT-III: Approaches to the Study of Development Administration

1. Structural – Functional approach
2. Systems approach
3. Bureaucratic approach
4. F.W.Riggs approaches to Development Administration

UNIT-IV: Functions of Development Administration

1. Planning
2. Policy formulation and decision-Making
3. Communication
4. Evaluation

UNIT-V: Problems of Development Administration

1. Cultural Hurdles
2. Personality and Development Administration
3. Economic Growth Models
4. Peoples participation
5. Challenges to Development Administration

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Paper IV: ENVIRONMENTAL ADMINISTRATION

(w.e.f. 2006-07 admitted batch)

- I. Introduction
 - a. Definition, Scope and Importance of Environmental Studies
 - b. Need to conserve and Protect Environment
 - c. Problems of Development and Environment
 - d. Global Environment Debate
- II. Environmental Problems in India
 - a. Effects of human activities on the quality of life
 - b. Sage Drinking Water supply
 - c. Waterland reclamation
 - d. Energy-fired wood, Animal Energy, Thermal and Nuclear Energy
 - e. Access to Common Property Resource (CPR)
 - f. Air and Water Pollution
 - g. Solid Waste, Health and Sanitation
- III. Environmental Movement
 - a. Popular participation in Environmental movement
 - b. Genesis of global Environmental movement
 - c. Peoples Movements in India: Chipko, Appiko and Salient Valley Movements
- IV. Environmental Protection Policy
 - a. Internatl Environmental day
 - b. Evolution of Laws and policies in India
 - c. Machinery for implementing Environmental protection policies
 - d. Instruments for Environmental regulation
- V. Study of Local Environment
 - a. Study of Environmental assets: rivers, ponds, forests, grasslands, hills and mountains
 - b. Study of common places, insects and birds

Books:

1. Suzanna Andrews and others (ed.), The world Environment Hand book, New York, World Environment centre, 1982
2. Centre for Science and Environment, the state of India's Environment, 198
3. Indian Institute of Public Administration, Environmental Policy in India
4. Suresh Jain, and vimal Jain, Environmental Laws in India, The Lawyers Forum, 1984
5. R.rama Rao, Environment : Problems of Developed and Developing Countries Economic and Scientific Research Foundation, 1976
6. World commission on Environment and Development, Our Common Future, Oxford Univerisyt Press, 1987
7. World Health Organization, Environmental pollution control in relatic to Development, Report of WHO expert committee, 1974
8. IJPA special number on Environment an Administration, July – September 1989

Paper V (Optional): MODERN GOVERNMENTS OF SELECTED COUNTRIES

(w.e.f. 2002-003 admitted batch)

I. Principles of Government

1. The Nation State and Its Government
2. Study of the Ideal State
3. The idea of Social contract
4. Current importance of theories of Government
5. Findings of the Rule of Government

II. U.S.A.

1. The Development of American Constitution
2. The Nature of American Federalism
3. Federal Government: President, Congress and Supreme Court
4. Political Parties in the U.S.A.

III. U.K.

1. Constitutional Framework, Rule of Law, Conventions
2. Parliamentary Government: Monarchy, Cabinet, Parliament
3. Judicial System
4. Party System

IV. China

1. Chinese Nationalism: (a) communist Movement in China
(b) Mao's Contribution in the Chinese Communist Movement
2. Basic Features of Chinese Constitution
3. The State Structure: The National Peoples Congress, Chairman of the Peoples public of China, The State Council
4. Judiciary in China

V. Comparative Study of Governmental Systems of U.S.A., U.K. and China

1. Executive
2. Legislature
3. Judiciary
4. Party System

Books Recommended:

U.S.A.:

1. C.A.Beard : American Government and Politics
2. C.B.Munro : The Government of the United States
3. C.O.Jahson : The Government in the United States
4. E.S.Griffith : The American System of Government
5. James G. Wilson : American Government: Institutions an Policies

U.K.:

1. B.Laski : Parliamentary Government in England
2. G.M.Caster : The Government of Great Britain
3. D.N.Chester : Organisation of British Government
4. A.Rose : Modern British Government

China:

1. Barna Paramathama : The Government of China
2. Than Sheng Clieu : The Government and Publics of China
3. Jirender Grover : Government and Politics of Asian Countries – China and Hongkong

Other Books:

1. Herman Finer : Theory and Practice of Modern Governments
2. C.F.Strong : Modern Constitutions
3. W. Bonney Rust : The Patter of Government