

## ***MIPAD01-CT-01- Administrative Theories***

### ***Unit- I***

Meaning, nature, scope and significance of Public Administration, Public and Private Administration, Evolution of Public Administration as an independent discipline. New Public Administration, New Public Management Perspective.

### **Unit- II**

Approaches to the study of public administration, behavioural, system and structural-functional, scientific management theory, bureaucratic theory, public choice theory, Human Relations theory.

### ***Unit-III***

Concept of organization, formal and informal organization, principles of organization : Hierarchy, span of control, unity of command, authority and responsibility. Delegation, supervision and co-ordination.

### **Unit- IV**

Structure of Organization, line and staff agencies, Headquarter and field relationship, decision making with special reference to the contribution of Herbert Simon, leadership, communication, motivation.

### **Unit- V**

Administrative improvements- meaning and scope. Tools and methods for administrative improvement. O and M., Cybernetics and cybernetic state. PERT and CPM.

### **Books Recommended:**

1. Pffifner & Presthus: Public Administration.
2. Felix A. Nigro: Modern Public Administration.
3. Rabber S. Basic: Action Administration.
4. Follet M.P.: Dynamic Administration.
5. March & Simon; Organisation.
6. Etzioni: A Comparative Analysis of Complex Organization.
7. William P. Sexton: Organisation Theories.
8. Gerald Caiden: Dynamics of Public Administration.
9. अवस्थी एवं माहेष्वरी : लोक प्रशासन
10. महादेव प्रसाद शर्मा : लोक प्रशासन – सिद्धान्त एवं व्यवहार
11. Sahni and Vayunandan, Administrative Theory.

### ***MIPAD02-CT-02- Administrative Thinkers***

#### **Unit-I**

Thoughts of Woodrow Wilson, Kautilaya, Henri Fayol.

#### **Unit-II**

Thoughts of Luthar Gullick, L. Urwick, F.W. Taylor.

#### **Unit- III**

Thoughts of M.P. Follet, Chester Barnard, Elton Mayo.

### **Unit-IV**

Thoughts of A.H. Maslow, Douglas Mc Gregor, Chris Argyris,

### **Unit-V**

Thoughts of Rensis Likert, Fredrick Herzberg , Dwight Waldo.

#### **Books Recommended:**

1. Amitai Etzioni: Modern Organization, New Delhi, Prentice Hall of India Pvt. Ltd. 1964.
2. Bertram, M. Gross: The Managing of Organizations (Vol.1) New York. The Free Press, 1964.
3. Prasad and Prasad: Administrative Thinkers (In Hindi also).
4. Singh, R.N.: Management Thoughts and Thinkers.
5. Ali, S.S.: Eminent Administrative thinkers.
6. Tilest and Mills: Management Thinkers.
7. Daniel E. Ciffths: Administrative Theory.
8. Peter Self: Administrative Theories and Policies.
9. Fred Luthans: Organizational Behaviour.
10. Gerald E. Caiden: Dynamics of Public Administration Guidelines to Current Transformation in Theory and Practice.

## ***MIPAD03-CT-03-Public Personnel Administration***

### **Unit-I**

Meaning, Nature, Scope, importance of Public Personnel Administration, Principles and problems of Public Personnel Administration, Recent trends in Public Personnel Administration.

### **Unit-II**

Development and significance of civil service in) developed and developing countries. Human Resource Management, Ethics in Civil Service. Public Personnel Policy around the World

### **Unit-III**

Man power planning, classification, Recruitment, Training, Promotion.

### **Unit-IV**

Conduct rules and disciplinary action, Salary, Employees Organizations, Machinery for Negotiation, Political rights of civil servants, Pension and Retirement Benefits.

### **Unit- V**

Administrative reforms in personnel administration. Right to strike and Administrative Tribunals of employees' grievances redressal . Role of DOPT in personnel policies.

### **Books Recommended:**

1. Finer: Theory and Practice of Modern Government (Chapters on Civil Service)

2. Gladden, EN: British Civil Service—Its Problems and Future.
3. Glen Stahl, O.: Public Personnel Administration.
4. Sinha, V.M.: Personnel Administration.
5. Mackenzie and Grove: Central Administration in Britain (Chapters on Personnel Administration).
6. Sinha, V.M.: Karmik Prashasan (Hindi)
7. Jain, C.M.: Sevivargiya Prashasan (Hindi)
8. Maheshwari, Shriram: Higher Civil Service in France.
9. Geoffrey K. Fry: The Changing Civil Service.
10. HMSO: Progress in the Next Steps Initiative.
11. Sarkar Siuli, Public Administration in India.

### ***MIPAD04-CT-04- Comparative Public Administration***

#### **Unit-I**

Meaning, nature and significance of comparative Public Administration, New Trends in Comparative studies, Evolution of comparative public administration, features of administration in developed and developing countries.

#### **Unit-II**

Ecology of Administration: Political, Social, Economic and Cultural environment. Approaches of Comparative Public Administration: Ecological, Structural-Functional, Behavioural.

### **Unit-III**

Max Weber's typology of authority—Essential features and use of Ideal type, bureaucratic model. Utility and limitations of bureaucratic model in the Administrative systems of third world. Rigg's typology of societies, Agreria-Industrial Typologies, Fused-Prismatic -diffracted model, Sala Model. Riggsian concept of Development.

### **Unit-IV**

Salient features of the constitution of USA, UK and France. Administrative system and civil services of USA, UK and France.

### **Unit- V**

Parliamentary commissioner in UK. Whitleyism in UK. Right to strike in France . ENA in France and Conseil d' eta in France.

### ***Books Recommended:***

1. Ferrel Heady: Public Administration: A Comparative Respective (Englewood Cliffs, N.J., Prentice Hall, 1966).
2. Sybil I. Stokes: Papers in Comparative Public Administration (AnnArbor : University of Michigan Press, 1962).
3. Nimrod Rapheels: Readings in Comparative Public Administration (Boston, Allynt Bacon, 1967).
4. Ramesh K. Arora: Comparative Public Administration: An Ecological Perspective (Associated Pub. House, New Delhi, 1979).

5. Keith Henderson: Comparative Public Administration: Theory and Relevance (New York Graduate School of Public Administration, New York University, 1967).
6. Prestone Le Breton: Comparative Administrative Theory (Seattle University, Washington Press, 1968).
7. Chaturvedi, T.N. : तुलनात्मक लोक प्रशासन
8. Ramesh K. Arora : तुलनात्मक लोक प्रशासन
9. Irving Swerdlow (Ed.): Towards the Comparative Study of Public Administration.
10. Siffin W.J.: Towards the Comparative Study of Public Administration, Indiana University Press, Bloomington, Indiana, 1959).
11. John Greenwood, Public Administration in Britain, Unwin Hymen, London, 1989.

### ***MIPAD05-CT-05-Constitution and Administration***

#### ***Unit-I***

Evolution of the Constitution of India, Constituent Assembly. Salient features of the Constitution of India. Preamble and Philosophy of the constitution.

#### **Unit-II**

Citizen and the state-Fundamental rights and fundamental duties. Directive Principles of State Policy. Impact of these principles on the administrative state.

### **Unit-III**

Legislatures in India. Parliament: Lok Sabha and Rajya Sabha—their composition, functions, powers and relations, the committee System. State Legislative : Vidhan Sabha and Vidhan Parishad—their composition, powers, functions and relationship.

### **Unit- IV**

Judiciary : Supreme Court and High Court—their organization, powers, functions and roles. Sub- ordinate courts. Judicial activism and Public interest litigations.

### **Unit- V**

Constitutional administrative bodies in India. Organization , functions and role of Election Commission of India. Democratic administration and role of the constitution.

#### **Books Recommended:**

1. Mombwall, K.R. : Government and Politics in India, Ambala Cantt., Modern Publications, 1981.
2. Basu, D.D. : Constitutional Law of India, Bombay, Prentice Hall of India.
3. Dube, S.C. (ed.): Public Services and Social Responsibility, New Delhi, Vikas, 1979.
4. Fadia, B.L. : Indian Government and Politics, Agra, Sahitya Bhawan, 1992.
5. Shiva Rao : The Framing of Indian Constitution, Bombay, N.M. Tripathi & Co., 1969.



6. Palmer-Norman, D. : Elections and Political Development, New Delhi, Vikas, 1976.
7. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
8. Bidyut Chakrabarty and Mohit Bhattacharya ( Ed.), The Governance Discourse : A Reader, Oxford, New Delhi, 2008.
9. B. Shiva Rao ( Ed.), The Framing of Indian Constitution, Universal Publishing House, New Delhi, 2004.

### ***MIPAD06-CT-06- Governance and Administration***

#### **Unit-I**

Concept and importance of State. Meaning, types and significance of government. , Democracy, Bureaucracy and government.

#### **Unit-II**

Good governance- Meaning, concept, components and characteristics. Tools and strategies of good governance. Initiatives taken by India for good governance.

#### **Unit-III**

Participatory governance, The Rationale of Participation: Conceptual Issues , New Governance Paradigm: The Emerging Partnerships/Engagement Initiatives .

#### **Unit-IV**

Democracy and Development, Political Regimes, Political Participation and Social

Inclusion, Innovations and Pitfalls in Participatory Governance.

### **Unit- V**

Information and Communication Technology and its impact on the Public Administration- Digital and e. governance . Impact of globalization on the governance of developing countries.

#### **Books Recommended**

1. Arora and Goyal, Indian Public Administration, New age International, Delhi. 2014
2. Vayunandan Etakula, Good Governance Initiatives in India, PHI Learning, New Delhi, 2003
3. Bidyut Chakrabarty and Mohit Bhattacharya ( Ed.), The Governance Discourse : A Reader, Oxford, New Delhi, 2008.
4. Alka Dhameja ( Ed.), Contemporary Debates in Public Administration, PHI, New Delhi, 2003.
5. B.C. Smith, Good Governance and Development, Palgrave Macmillan, New York, 2007.
6. S.L.Goel, Good Governance : An Integral Approach, Deep and Deep Publishing, New Delhi, 2007.

## ***M2PAD01-CT-07 - Indian Administrative System- I***

### **Unit-I**

Evolution of Indian Administration-Ancient, Mughal period and British Influence on Indian Administration. Framework of Indian Administration and Constitutional System of India. Features of Indian Administration.

### **Unit-II**

Political Executive at the Union level: President, Prime Minister and Council of Ministers. The Cabinet Secretariat and Central Secretariat- organization and functions.

### **Unit-III**

Administrative Organization and functions of Ministry of Home, Defence and External Affairs. Board and Commissions: Railway Board and Finance Commission.

### **Unit-IV**

Centre-State Relations- Legislative, Administrative, Financial and Planning. Accountability of Public Administration: Parliamentary Executive and Judicial control over Administration.

### **Unit- V**

Role of civil services in society and administration. Major socio- economic problems and administrative initiatives to resolve the issues.

**Books Recommended:**

1. Hoshiar Singh and Mohinder Singh: Public Administration in India: Theory & Practice. New Delhi, Sterling Pub., Reprint, 1990.
2. Hoshiar Singh and D.P. Singh: Indian Administration Current Issues and Problems, Jaipur, Aalekh Publishers, 1990.
3. Pilani, G.P. and Hoshiar Singh: Administration and Social Changes, Jaipur; Printwell Pub., 1985.
4. Avasthi, A.: Central Administrative, Tata McGraw Hill Pub. Co. Pvt. Ltd., New Delhi, 1988.
5. Jain, R.B.: Contemporary Issues in Indian Administration, Delhi; Vishal Pub., 1976.
6. Maheshwari, S.R.: Indian Administration, Delhi; Orient Longman, 1989.
7. Bhambri, C.P.: Public Administration in India, Delhi Vikas, 1973.
8. Sarkar Siuli, Public Administration in India.
9. Arora and Goyal, Indian Public Administration, New Age International, Delhi. 2014.
10. Lokendra Malik and Anjum Hasan, Selected Reflections on Indian law and Governance, Satyam law international, New Delhi, 2015.