

**DR SHYAMA PRASAD MUKHERJEE UNIVERSITY, RANCHI**

**SYLLABUS FOR M.A. IN PUBLIC ADMINISTRATION**

**2019 ONWARD**

**APPROVED BY UNIVERSITY DEPARTMENT OF POLITICAL  
SCIENCE, DR SHYAMA PRASAD MUKHERJEE  
UNIVERSITY, RANCHI**

*Reena Nand*  
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Dr Reena Nand  
Assistant Professor  
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Mrs G Baxla  
University Head  
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**Dr. SHYAMA PRASAD MUKHERJEE UNIVERSITY, RANCHI**  
**UNIVERSITY DEPARTMENT OF POLITICAL SCIENCE**  
**ESTIMATED BUDGET FOR M.A. IN PUBLIC ADMINISTRATION, FOR THE FINANCIAL YEAR 2019-20**

EXPECTED INCOME			TENTATIVE EXPENDITURE			
Sl. No	Heads	Amount	Sl. No	Item Name	Qty.	Amount
A	Opening Balance	Nil	A	Almirah	Non-Recurring Expenses	100000.00
					1	4
B	Total Course Fee	450000.00	2	Furniture	50000.00	50000.00
					Total of A	150000.00
B	Total Course Fee	1150000.00	Recurring Expenses			
C	University share 20% of the Course Fee	230000.00	1	Remuneration of Director (RS 2000 x 12)		24000.00
D	80% of the Course Fee available in A/C 'A-1' up to 2019-21 for transfer to A/C 'C'	920000.00	2	Stationary		60000.00
E	Total sale of Admission Form @ 500/- X 200	100000.00	3	Remuneration to Guest Faculty		370000.00
F	Total Expected Income year 2019-21 (A+D+E)	1020000.00	4	Remuneration to 3 <sup>rd</sup> Grade Employee		250000.00
			4	Library Books, Magazines & journals		100000.00
			5	Field Study & Industrial Visit (Outdoor & Indoor)		30000.00
			6	Miscellaneous		30000.00
			Total of B			864000.00
F	Total Expected Income year 2019-21 (A+D+E)	1020000.00	Total of A+B			1014000.00

Balance Sheet	
1	Total Expected income in A/C 'A-1' (M.A in Public Administration)
2	Total amount to be transferred from A/C 'A-1' to A/C 'C' (M.A in Public Administration) as per the budgetary provision of 2019-20
3	Amount left in A/C 'A-1' (1-2)
❖	As expected to be enhanced by University

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**GENERAL GUIDELINES**

1. There shall be 16 (sixteen) papers in 2 (two) years Post Graduate Course in Public Administration.
2. In M.A. (Part I), there shall be 2 (two) semesters: Semester I and Semester II. There shall be 4 (four) papers in Semester I and Semester II each.
3. In M.A. (Part II), there shall be 2 (two) semesters: Semester III and Semester IV. There shall be 4 (four) papers in Semester III and Semester IV each.
4. Each paper in each Semester shall carry 70 marks as Full marks for evaluation in the End Semester examination.
5. There shall be Mid Semester/Internal/Continuous appraisal of students in 20 (twenty) marks for each paper in each Semester.
6. For balance 10 (ten) marks, each student will be given assignment for each paper in each Semester. Nature of assignment will be decided by the teaching faculty in respective papers.
7. There shall be 8 (eight) questions carrying equal marks in each paper of each Semester in End Semester examinations. Out of these eight questions, examinee is required to answer any 4 (four) questions.
8. The duration of examination of each paper shall be 3 (three) hours only.

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**M.A. IN PUBLIC ADMINISTRATION**  
**(COURSE STRUCTURE)**

**PART I**

**SEMESTER I**

- PAPER I: PUBLIC ADMINSTRATION – CONCEPTS AND THEROIES
- PAPER II: COMPARATIVE ADMINISTRATION
- PAPER III: ADMINISTRATIVE BEHAVIOUR
- PAPER IV: ACCOUNTABILITY AND CONTROL

**SEMESTER II**

- PAPER V: FINANCIAL ADMINISTRATION
- PAPER VI: PUBLIC POLICY
- PAPER VII: INDIAN ADMINSTRATION
- PAPER VIII: RURAL AND URBAN LOCAL GOVERNMENT

**PART II**

**SEMESTER III**

- PAPER IX: BUREAUCRACY
- PAPER X: FINANCIAL MANAGEMENT
- PAPER XI: PERSONNEL ADMINISTRATION
- PAPER XII: ADMINISTRATIVE LAW

**SEMESTER IV**

- PAPER XIII: ADMINISTRATIVE REFORMS SINCE INDEPENDENCE

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PAPER XIV: TECHNIQUES OF ADMINISTRATIVE IMPROVEMENT

PAPER XV: INTERNATIONAL ADMINISTRATION

PAPER XVI: COTEMPORARY ISSUES

**PART I**

**SEMESTER I**

**Out of eight questions each carrying equal marks, only four questions are to**

**be answered : Full Marks 70**

**PAPER I: PUBLIC ADMINISTRATION – CONCEPTS AND THEORIES**

1. Meaning, Nature, Scope and Significance of Public Administration
2. Evolution of the discipline and its present status
3. Classical Theory
4. Weber's Bureaucratic model - its critique and post-Weberian Developments
5. Human Relations School (Elton Mayo and others)
6. Simon's decision-making theory
7. Participative Management (R. Likert, C. Argyris, D. McGregor)

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PART I

SEMESTER I

Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70

PAPER II: COMPARATIVE ADMINISTRATION

1. Historical and sociological factors affecting administrative systems
2. Post-Colonial Legacies of Administrative System in Developing Countries
3. Administration and Politics in different countries
4. Status of Comparative Public Administration
5. Riggsian models and their critique.

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PART I

SEMESTER I

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PAPER III: ADMINISTRATIVE BEHAVIOUR

1. Process and techniques of decision-making
2. Communication
3. Morale
4. Motivation Theories - content, process and contemporary
5. Theories of Leadership: Traditional and Modern.

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**PART I**  
**SEMESTER I**

**Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70**

**PAPER IV: ACCOUNTABILITY AND CONTROL**

1. Concepts of accountability and control
2. Legislative, Executive and Judicial control over administration
3. Role of media, interest groups, voluntary organizations
4. Right to Information
5. Social audit

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PART I

SEMESTER II

Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70

PAPER V: FINANCIAL ADMINISTRATION

1. Monetary and fiscal policies
2. Public borrowings and public debt
3. Budgets - types and forms
4. Budgetary process
5. Financial accountability
6. Accounts and audit

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PART I

SEMESTER II

Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70

PAPER VI: PUBLIC POLICY

1. Meaning, Nature and Importance
2. Models of policy-making and their critique
3. Processes of conceptualization, planning,
4. implementation, monitoring,
5. evaluation and review and policy's limitations

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PART I

SEMESTER II

Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70

PAPER VII: INDIAN ADMINISTRATION

1. Constitutional Framework of Government
2. Union Government and Administration
3. State Government and Administration
4. Public Sector Undertakings – Forms, Challenges
5. District Administration – Changing Roles of Collectors

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**PART I**  
**SEMESTER II**

**Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70**

**PAPER VIII: RURAL AND URBAN LOCAL GOVERNMENT**

1. Institutions and agencies since independence
2. Decentralization and Panchayati Raj
3. 73rd Constitutional amendment
4. Municipal governance: main features, structures, finance and problem areas
5. 74th Constitutional Amendment

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**PART II**  
**SEMESTER I**

**Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70**

**PAPER IX: BUREAUCRACY**

- 1. Meaning, Concept, Role
- 2. Recruitment
- 3. Training
- 4. Promotion
- 5. Discipline and Moral conduct rules

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**PART II**  
**SEMESTER I**

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**PAPER X: FINANCIAL MANAGEMENT**

1. Budget as a political instrument
2. Parliamentary control of public expenditure
3. Role of finance ministry in monetary and fiscal area
4. Controller General of Accounts
5. Comptroller and Auditor General of India

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**PART II**  
**SEMESTER I**

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**PAPER XI: PERSONNEL ADMINISTRATION**

1. Importance of human resource development
2. Recruitment, training, career advancement, discipline
3. performance appraisal, promotion, pay and service conditions
4. employer- employee relations, grievance redressal mechanism
5. Welfare Administration
6. Participative Management

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PART II  
SEMESTER I

Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70

PAPER XII: ADMINISTRATIVE LAW

1. Meaning, scope and significance
2. Dicey on Administrative law
3. Delegated legislation
4. Administrative Tribunals

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PART II  
SEMESTER II

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PAPER XIII: ADMINISTRATIVE REFORMS SINCE INDEPENDENCE

1. Major concerns
2. Important Committees and Commissions
3. Reforms in financial management
4. Reforms in human resource development
5. Problems of implementation

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PART II  
SEMESTER II

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PAPER XIV: TECHNIQUES OF ADMINISTRATIVE IMPROVEMENT

1. Principles of Organization and methods
2. Work study and work management
3. e-governance and information technology
4. Management aid tools like network analysis, MIS, PERT, CPM

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**PART II**  
**SEMESTER II**

**Out of eight questions each carrying equal marks, only four questions are to be answered : Full Marks 70**

**PAPER XV: INTERNATIONAL ADMINISTRATION**

1. Evolution of International Organisation
2. Organs of United Nations (UN) and their functions
3. Role of UN in the cold war and post-cold war era
4. UN and Global concern – Human Rights, Environmental issues, Terrorism
5. Specialised agencies of United Nations – UNESCO, UNICEF, ILO, IMF, WHO

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PART II  
SEMESTER II

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PAPER XVI: COTEMPRORAY ISSUES

1. Globalisation
2. Environmental Issues
3. Human Rights
4. Gender Issues
5. Terrorism

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