

SARDAR PATEL UNIVERSITY
Master of Arts (Public Administration)
Courses of Study
(Effective from June, 2016)

Rules of Post-graduate (RPgs)

Admission & Other Aspects:

R.Pg. MA (PA) 1: A candidate who has passed the Bachelor's degree examination (first Degree) in any faculty of any recognized University under 10+2+3 pattern or an examination recognized as equivalent thereto will be considered eligible for admission to MA (PA) programme, subject to any other admission criteria prescribed by the University.

Students from any other university seeking admission to MA (PA) programme will have to get an eligibility certificate from Sardar Patel University.

Minimum 10% seats in the course will be reserved for working professionals.

R.Pg. MA (PA). 2: The medium of instruction of MA(PA) would be English. The candidate must be sound in health to do at least 12 hours work and must be well conversant with English language.

R.Pg. MA (PA). 3:

MA (PA) programme will be spread over **Four** semesters to cover core courses, elective courses, self-study courses, foundation & advanced level foundation courses, field exposure training and multi-disciplinary courses in the fields of Public Administration.

R.Pg. MA (PA). 4:

Each semester will comprise of minimum 15 working weeks of direct classroom teaching, tutorials, counseling, project work and self-learning, evaluation, field work training etc. Odd semesters will be from mid-June to mid-December and Even-semesters will be from mid-December to mid-June every year.

R.Pg. MA (PA). 5:

The modalities of selection and the admission procedure will be worked out by the Principal and Faculty Members at the Institute level.

R.Pg. MA (PA). 6:

Candidates shall be required to attend at least 80% of the total classroom sessions and fieldwork under each of the courses offered to them during the semesters. However, the Director/Principal may condone the shortage of attendance up to 20% on a case to case basis, if the absence is due to compelling circumstances.

R.Pg. MA (PA). 7:

Admission to different elective courses will be decided in consultation with the faculty members. The elective subject once chosen will not be permitted to change. The choice of elective courses will be based on the offering, made by the Department/institute/P.G. centre subject to availability of faculty. Minimum 10 students will be required for any elective paper.

R.Pg. MA (PA). 8:

To provide the students an opportunity to learn and enhance skill, the Institute will organize **any two** of the following during the course of 4 semesters MA (PA) programme:

- Field visits/Orientation visits
- Summer placement/Media House placement
- Study tour
- One/two day's workshops/seminars

R.Pg. MA (PA). 9:

Examination, Assessment & Standard of Passing will be followed as per the CBCS Regulations 2010 of Sardar Patel University.

R.Pg. MA (PA). 10:

The grade point system and award of class for MA (PA) programme is adopted from CBCS Regulations 2010 of Sardar Patel University page no. 14, 15 & 16 item no. 5.2 entitled ***Grade Point System and Award of Class.***

A. The grade point system is comprising of 11 points (0 to 10) will be followed for evaluating a candidate in every course. A student will be given grades during the end-semester university examination; however the internal examination marks may be given. The following mechanism will be used in order to arrive at a grade point for the candidate:-

Grade	Grade Point Range (Marks out of 100)	Grade Points
O+	>=95	10
O	>=85 and <95	9
A	>=75 and <85	8
B	>=65 and <75	7
C	>=55 and <65	6
D	>=45 and <55	5

E	>=35 and <45	4
F	>=25 and <35	3
F	>=15 and <25	2
F	>=05 and <15	1
F	>=05	0

B. Mark sheets of only the final semester will indicate the class. In case of all other semester, it will simply indicate this as Pass/ATKT/Fail.

Cumulative Grade Point Average	Class
CGPA <4	Fail
CGPA >=4 but <5	Pass Class
CGPA >=5 but <6	2nd Class
CGPA >=6 but <7	1st Class
CGPA >=7	Distinction

$$\text{CGPA} = (\text{Credit} \times \text{Grade Point}) / \text{Total Semesters Credit}$$

R.Pg. MA (PA). 11:

The maximum time allowed for the completion of a MA (PA) programme will not be more than 4 semesters under any case. After that, fresh admission has to be secured.

R.Pg. MA (PA). 12:

Attainment on the course shall be measured through continuous evaluation as part of the internal assessment during the semester. It shall consist of a Mid-Semester Test with a Weight age of 20 marks, Regular Tutorial Work/Assignment/Attendance on the course 10 marks.

The format of papers for the Mid-Semester Test will be as under:-

Que. 1.	Long Question (Internal Option i.e. Q 1 or Q 1)	10 marks
Que. 2	Long Question (Internal Option i.e. Q 2 or Q 2)	10marks
Que. 3	Write Short Notes (Attempt any two out of three, 5 marks each)	10 marks
	Total	30 marks

End-Semester Examination The semester end examination will be conducted by the University and will be of 70 marks. The format of the end-semester examination will be as follows:

Que. 1.	Long Question (Internal Option i.e. Q 1 or Q 1)	14marks
Que. 2	Long Question (Internal Option i.e. Q 2 or Q 2)	14marks
Que. 3	Long Question (Internal Option i.e. Q 3 or Q 3)	14 marks
Que. 4	Long Question/(Internal Option i.e. Q 4 or Q 4)	14 marks
Que. 5	Long Question/Short Notes (Internal Option i.e. Q 5	14 marks

	or Q 5)	
	Total	70 marks

R.Pg. MA (PA). 13:

While submitting the **Research Report/Dissertation**, the student/s will have to follow the rules stated below:

1. The students shall submit 2 hard-bound copies and one soft-copy in PDF format on CD of their Synopsis & Research Report at the end of the fourth semester to the department/college/institute.
2. Internal evaluation of the Research Report will be conducted on the basis of regularity in research conferences, timely submissions of research work, quality of report, and other such aspects as found relevant by the Department/Institute/P.G. Centre.
3. The 4th Semester External Viva Voce will be on the basis of Synopsis & Research Report as per the criteria given in Rpg-MA (PA) 13.4 & 13.5.
4. The Synopsis must cover the following topics:
 - Introduction,
 - Research Methodology,
 - Major Findings & Conclusions,
 - Suggestions & Bibliography.
5. The format of the Research Report will be as under:
 - Chapter – 1: Introduction
 - Chapter – 2: Review of Literature
 - Chapter – 3: Research Methodology
 - Chapter – 4: Research Setting (if applicable)
 - Chapter – 4: Data Analysis & Interpretation
 - Chapter – 5: Findings, Conclusions, Suggestions & Plan of Action
 - Annexure: (A) Bibliography (B) Tool of Data Collection

R.Pg. MA (PA). 14:

The following are the courses prescribed under CBCS** pattern for the MA (PA) Degree Examination:

SARDAR ATEL UNIVERSITY
Programme & Subject: M.A (Public Administration)
Semester-I

	Paper No.	Paper/Course Title	Credits	Internal Marks	External Marks	Total	33% Marks required passing in Int.	40% Marks required passing in Ext.	Total 40% passing marks required in (External + Internal)
Core Subject	PA01CPAD01	Fundamentals of Public Administration	4	30	70	100	10	28	40
	PA01CPAD02	Indian Administration : Structure & Process	4	30	70	100	10	28	40
	PA01CPAD03	Public Financial Administration in India	4	30	70	100	10	28	40
	PA01CPAD04	Comprehensive Viva	1	15	35	50	5	14	20
Elective Subject	PA01EPAD01	Constitutional & Non-Constitutional Bodies	4	30	70	100	10	28	40
	PA01EPAD02	Internal Security in India	4	30	70	100	10	28	40
Soft Skills	PA01SPAD01	Communication Skills	4	30	70	100	10	28	40
	Total Credits		25	195	455	650	65	182	260

Note: A Minimum of 33% in Internal Evaluation & 40% in External University Examination. And 40% aggregate is required for Passing.

SARDAR PATEL UNIVERSITY
Programme and Subject: MA (Public Administration)
Semester: I
Syllabus with Effective from June: 2016/2017

Paper Code: PA01CPAD01	Total Credit: 4
Title of Paper: Fundamentals of Public Administration	

Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Public Administration: Meaning, Nature, Scope and Significance, Difference between Public and Private Administration. • Relationship of Public Administration with other Social Sciences, Public Administration as an Art or Science. 	25%
Unit 2	<ul style="list-style-type: none"> • Approaches of Public Administration: Structural Functional System Approach, Behavioural Approach, Public Choice Approach • The concept of Governance; Good Governance; Failed States'. 	25%
Unit 3	<ul style="list-style-type: none"> • New Public Administration, • New Public Management Perspective, • Public Choice Theory. 	25%
Unit 4	<ul style="list-style-type: none"> • Theories of Organization: Scientific Management, Max Weber's Bureaucratic Model. • Principles of Organization: Hierarchy, Unity of Command, Span of Control, • Delegation, Supervision, Co-ordination. 	25%

Suggested Readings:

No	Author	Books
1	A.Awasthi and S.R.Maheshwari	Public Administration Laxmi Narain Aggarwal, Agra,2004.
2	A.H. Maslow	Motivation and Personality, Harper and Row, New York,1954.
3	A.R. Tyagi	Public Administration: Principles and Practice, Atma Ram and Sons, Delhi, Edition, 2001.
4	Amarjit Singh Dhillon	Lok Parshashan De Mool Sidhant (Pbi.)
5	Amitai Etzioni	Modern Organizations, Prentice Hall of India Pvt. Ltd.,New Delhi, 1964.
6	B.L. Fadia and Kuldip Fabia	Public Administration: Administration Theories and Concepts, Sahitya Bhawan Publication, Agra, 2000.
7	D. R. Prasad, V.S. Prasad and P. Styanarayan (Ed.)	Administrative Thinkers, Sterling Publishers Pvt.Ltd., New Delhi, 1991.
8	David Osborn and Ted Gaebler	Reinventing Government : How theEntrepreneurial Spirit is Transforming the Public Sector, Prentice Hall of India, New Delhi, 1992.
9	Dwight Waldo	Perspective on Public Administration, University of Alabama Press, 1956.
10	Dwight Waldo	The Administration State, The Ronal Press Company, New York,1948.
11	F.W. Taylor	Scientific Management, Harpers Brothers, New York, 1947.
12	Felix A. Nigro	Modern Public Administration, Harper and Row, New York, 1965.
13	Fred Luthans	Organization Behaviour, International Student Edition, Mcgraw Hill, Kogakusha Ltd.Tokyo,1977.
14	Frederick Herzberg	Work and the Nature of Man, The World Publishing Company, Cleveland, 1966.
15	Fritz,J.Roethlisberger & William J.Oiskson	Management and the Worker, Harvard University Press,Cambridge, Mass, 1939.
16	H.George Frederickson	New Public Administration, University of Alabama Press, Alabama, 1990
17	Ferbert A.Simon	Administrative Behaviour, The Free Press, New York, 1957, 2nd Edition.
18	K.K. Puri	Elements of Public Administration (Pbi.), Bharat Prakashan, Jallandhar, 2004.
19	L.D. White	Introduction to the Study of Public Administration, MacMillan, New York, 1955.
20	Luther Gulick & L. Urwick (Ed.)	Papers on the Science of Administration, Institute of Public Administration, New York, 1937.

21	M.P. Sharma and B.L. Sadana	Public Administration, Kitab Mahal, Allahabad, 1993.
22	Max Weber	The Theory of Social and Economic Organization, The Free Press, New York, 1964.
23	Mohit Bhattacharya	Public Administration: Structure, Process and Behaviour.
24	Mohit Bhattacharya	New Horizons of Public Administration, Jawahar Publisher and Distributors, New Delhi, 2001.
25	Mohit Bhattacharya	Restructuring Public Administration–Essays in Rehabilitation, IInd Edition, Jawahar Publishers and Distributors, New Delhi, 1999.
26	Nicholas Henry	Public Administration and Public Affairs, Sixth Edition, Prentice Hall of India, 2001.
27	R.B. Jain:	Public Administration in India: 21st Century Challenges for Good Governance, Deep and Deep Publications, New Delhi, 2001.
28	Rumki Basu	Public Administration: Concepts and Theories, Sterling Publishers Pvt. Ltd., New Delhi, 1990.
29	S.L. Goel	Advanced Administrative Theory, Deep and Deep Publications, New Delhi, 2002.
30	S.L. Goel	Public Administration: Theory and Practice, Deep and Deep Publications, New Delhi, 2002.
31	T.N. Chaturvedi (Ed.)	Towards Good Governance, IIPA, New Delhi, 1999.
32	Vishnoo Bhagwan & Vidya Bhushan	Public Administration, S. Chand & Co.Ltd. New Delhi, 2005.

SARDAR PATEL UNIVERSITY
Programme and Subject: MA (Public Administration)
Semester: I
Syllabus with Effective from June: 2016/2017

Paper Code: PA01CPAD02		Total Credit: 4
Title of Paper: Indian Administration: Structure & Process		
Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Kautilya's Arthashastra; • Mughal administration; • Legacy of British rule in politics and administration 	25%
Unit 2	<ul style="list-style-type: none"> • Constitutionalism • Constitutional Framework: Parliamentary Democracy, • Federalism and Indian Administration • Centre-State Relations: Legislative, Administrative and Financial. 	25%
Unit 3	<ul style="list-style-type: none"> • Central Government : Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intergovernmental relations; • Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; • Boards; Commissions; Attached offices; Field organizations 	25%
Unit 4	<ul style="list-style-type: none"> • Measures for Administrative improvements: PERT, CPM, O&M, MBO, Zero Based Budgeting. • Rights Based measures : RTI Act; Right to Food Security; Right to Public Service • Administrative Reforms since Independence: Major concerns; Important Committees and Commissions; 	25%

Suggested Readings:

No	Author	Books
1	Ramesh K.Arora.	Indian Public Administration, Vishwa Prakashan, New Delhi, 2002. and R. Goyal
2	Avasthi and Avasthi	Indian Administration, Lakshmi Narain Aggarwal , Agra, 2000.
3	P.L. Bansal	Administrative Development in India, New Delhi, Sterling, 1974.
4	B.L. Fadia and Kuldeep Fadia	Indian Administration, New Delhi, Sahitya Bhawan Publications, 2005.
5	Hoshiar Singh	Indian Administration, Kitab Mahal, Allahabad, 2000.
6	S.R. Maheshwari	Indian Administration, Orient Longman, New Delhi, 2000
7	Surindra Kataria:	Indian Public Administration, National Publishing House, New Delhi, 2009.
8	A. Chandra:	Indian Administration, London, Allen and Unwin, 1968.
9	S.R. Maheshwari	Evolution of Indian Administration, Agra, Lakshmi Narain Aggarwal, 1970.

SARDAR PATEL UNIVERSITY
Programme and Subject: MA (Public Administration)
Semester: I
Syllabus with Effective from June: 2016/2017

Paper Code: PA01CPAD03	Total Credit: 4
Title of Paper: Public Financial Administration in India	

Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Monetary and fiscal policies; • Public borrowings and public debt - types and forms; • Budgets - Types and forms; budgetary processes • Financial accountability; Accounts and audit. 	25%
Unit 2	<ul style="list-style-type: none"> • Public sector in modern India; • Forms of Public Sector Undertakings; • Problems of autonomy, accountability and control; • Impact of liberalization and privatization. 	25%
Unit 3	<ul style="list-style-type: none"> • Budget as a political instrument; • Parliamentary control of public expenditure; • Role of finance ministry in monetary and fiscal area • The Role of Comptroller & Auditor General • Social Audit 	25%
Unit 4	<ul style="list-style-type: none"> • History of Economic Planning in India • Machinery for Planning in the Union and the States • Composition and functions of the NITI • Management of Natural Resources in the context of development and conservation – Case Studies in Conflict Management 	25%

Suggested Readings:

No	Author	Books
1	K.N. Basiya	Finacial Administration in India, Bombay, Himalya Publishing House, 1986.
2	C.P. Bhambri	Public Administration in India, Bombay, Vikas Publications House, 1973.
3	A.K. Chanda	Aspects of Audit Control, Bombay, 1969.
4	Padam Nath Gautam	Financial Administration in India, Vitt Prakashan, Haryana Sahitya Academy, Chandigarh, 1993.
5	S.L. Goel	Public Financial Administration, New Delhi, Sterling Publishers, 2002.
6	K.L. Handa	Financial Administration in India, New Delhi, IIPA, 1988.
7	S.S. Janjua	Centre-State Financial Relations in India and Finance Commission, New Delhi, Deep and Deep Publications, 1999.
8	Peter A. Pyhrr	Zero Base Budgeting, New York, John Wiley and Sons, 1973.
9	G.S. Lall	Public Finance and Financial Administration in India, New Delhi, Kapoor Publishers, 1976.
10	R.K. Sinha	Fiscal Federalism in India, New Delhi, Sterling Publishers, 1987.
11	Andley Sudharam	Public Finance, Agra, Rattan Prakashan Mandir, 1979.
12	Ruddar Datt & K.P. Sundaram	Indian Economy, New Delhi, S. Chand & Co.Pvt.Ltd.1997.
13	M.J. K. Thavraj	Financial Administration in India, New Delhi, Sultan Chand and Sons, 1996
14	M.M. Suri	Government Budgeting in India, New Delhi, Commonwealth Publishers, 1990.
15	P.L. Joshi and V.P. Raja	Techniques of Zero-Base Budgeting , Bombay, Himalya Publishing, House, 1988.
16	S. Panda	Financial Administration and Personal Management in Public Enterprises, New Delhi, 1989.
17	B.P. Tyagi	Public Finance, Meerut, Jai Prakash Nath, 1997.
18	B.P.R. Vithal and M. Shastri.	Fiscal Federalism in India, New Delhi, OUP, 2004

SARDAR PATEL UNIVERSITY
Programme and Subject: MA (Public Administration)
Semester: I
Syllabus with Effective from June: 2016/2017

Paper Code: PA01CPAD04	Total Credit: 1
Title of Paper: Comprehensive Viva	

Sr.No	Description	Weightage (%)
1	Viva Voce to test the knowledge of student in the topics taught in the semester; their inter-relationships; and, for understanding events of political, economic and Administrative nature happening around him	Internal- 15% External- 35%

SARDAR PATEL UNIVERSITY
Programme and Subject: MA (Public Administration)
Semester: I
Syllabus with Effective from June: 2016/2017

Paper Code: PA01EPAD01	Total Credit: 4
Title of Paper: Constitutional & Non-Constitutional Bodies	

Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Election Commission • Public Service Commission • National Commission for SCs • National Commission for STs 	25%
Unit 2	<ul style="list-style-type: none"> • Comptroller and Auditor General of India • The Attorney General • Advocate General of State • Law Commission 	25%
Unit 3	<ul style="list-style-type: none"> • National Commission for Women • National Human Rights Commission • Central Vigilance Commission • National Development Council 	25%
Unit 4	<ul style="list-style-type: none"> • Case Studies and Presentation 	25%

Suggested Readings:

- Indian Polity by M.Laxshmikant
- General Studies Paper- 1 by Manohar Panday
- Indian Constitution by D.D.Basu
- Indian Administration by Ramesh Goyal

SARDAR PATEL UNIVERSITY
Programme and Subject: MA (Public Administration)
Semester: I
Syllabus with Effective from June: 2016/2017

Paper Code: PA01EPAD02	Total Credit: 4
Title of Paper: Internal Security and Disaster Management	

Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Role of external state and non-state actors in creating challenges to internal security. • Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention. 	25%
Unit 2	<ul style="list-style-type: none"> • Security challenges and their management in border areas; linkages of organized crime with terrorism. • Various Security forces and agencies and their mandate. 	25%
Unit 3	<ul style="list-style-type: none"> • Conservation, environmental pollution and degradation, environmental impact assessment. • Disaster and disaster management. • Linkages between development and spread of extremism. 	25%
Unit 4	<ul style="list-style-type: none"> • Case Studies and Presentation 	25%

Reference:

- Disaster Management (New Delhi: IIPA, 2009). By Sharma, V.K.
- Disaster Management (A.P.H. Publishing Corporation: New Delhi, 2009) By Narayan, B.
- Escalating in a Quagmire: Changing Dynamics of the Emergency Management System, Public Administration Review, Vol.56, No.3 by Wamsley, Gary L. and Aaron D. Schroeder
- India's National Security: A Reader. (Internal Security – GS3)
- Challenges to Internal Security of India. (Internal Security – GS3)
- Internal Security in India by Bajpai

SARDAR PATEL UNIVERSITY
Programme and Subject: MA (Public Administration)
Semester: I
Syllabus with Effective from June: 2016/2017

Paper Code: PA01SPAD01	Total Credit: 4
Title of Paper: Communication Skills	

Sr. No	Topics to Cover	Weightage (%)
1	<ul style="list-style-type: none">• Comprehension, Writing and Presentation Skills• Students would be evaluated through An Essay on Issues of National Concern & A Presentation, assessed by external examiners	100%