

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

Paper No.	Paper/Course Title	Credits	Internal Marks	External Marks	Total	33% Marks required passing in Internal	40% Marks required passing in External	Total 40% passing marks required in (External+ Internal)
PA02CPAD01	Administrative Thought and Behaviour	4	30	70	100	10	28	40
PA02CPAD02	Comparative Public Administration	4	30	70	100	10	28	40
PA02CPAD03	Accountability and Control	4	30	70	100	10	28	40
PA02CPAD04	Comprehensive Viva	1	15	35	50	5	14	20
PA02EPAD01	Indian Culture	4	30	70	100	10	28	40
PA02EPAD02	International Relations and Diplomacy	4	30	70	100	10	28	40
PA02SPAD01	Indian Society	4	30	70	100	10	28	40
Total Credits		25	195	455	650	65	182	260

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Semester: II
Syllabus with Effective from June: 2016/2017

Paper Code: PA02CPAD01	Total Credit: 4
Title of Paper: Administrative Thought and Behaviour	

Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Scientific Management and Scientific Management movement; • Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments; • Dynamic Administration (Mary Parker Follett); 	25%
Unit 2	<ul style="list-style-type: none"> • Human Relations School (Elton Mayo and others); • Functions of the Executive (C.I. Barnard); • Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor). 	25%
Unit 3	<ul style="list-style-type: none"> • Process and techniques of decision-making; • Communication; Morale; Motivation Theories – content, process and contemporary; • Theories of Leadership: Traditional and Modern. • Administrative Thinking in the 21 st Century - Impact of Neo liberalism: downsizing and privatization 	25%
Unit 4	<ul style="list-style-type: none"> • Case Studies : Related to decision Making in Public Services and Presentation 	25%

References:

- *Eminent Administrative Thinkers*, New Delhi, Associated Publishing House, 1984. By All Shum Shum Nisa
- *Administrative Theory and Public Administration*, London, Hutchinson, 1972. by Baker R.J.S.
- *The Managing of Organizations*, New York, Free Press, 1964. by Gross Bertram
- *The History of Management Thought*, New Delhi, Prentice Hall, 1974. George Chande S.
- *Kautilya's Thought on Public Administration*, Delhi, NBO, 1990, Kumar tJmesh
- *Administrative Thinkers*, New Delhi, Macmillan, 2003. Maheshwari S.R.

- *Organization and Bureaucracy: Analysis of Modern Theories*, London, Routledge, 1967. By Mouzelis N.P.
- *Foundations of Indian Political Thought*, Delhi, Manohar, 1999, by Mehta V.R.
- *Further Development in Management Thought*, London, Heinemann, 1974 by Pollard Harold R.
- *Administrative thinkers*, New Delhi, Sterling, 2005 by Prasad Ravindra D., V. S. Prasad & P. Satyanarayana, (eds.),
- *Writers on Organisations*, Penguin, 1989 by Pugh, D.S. & D.J. Hickson,
- *Classics of Public Administration, Illinois*, Moore, 1978, by Shafritz Jay: M. and Albert C. I lyde. (eds.)
- *The Theory of Organizations*, New Delhymmol Publication, 2004 by Silverman David
- *Administrative Thinkers*, New Delhi, Anmol Publication, 2004 by Sharma Manoj
- *Management Thought and Thinkers*, Delhi, Sultan Chand & Sons, 1977 by Singh R.N.
- *The Evolution of Management Thought*, New York, Ronald Press, 1972 by Wren Daniel A.

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Paper Code: PA02CPAD02	Total Credit: 4
Title of Paper: Comparative Public Administration	

Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Comparative public administration: its concept, nature, evolution, scope and significance. • Historical and sociological factors affecting administrative systems • Administration and politics in different countries 	25%
Unit 2	Public administration and environment influence: <ul style="list-style-type: none"> • Social, • Economic, • Cultural, • Political and constitutional. 	25%
Unit 3	<ul style="list-style-type: none"> • Approaches and methods of the study of comparative public administration: • Structural- functional, • Behavioral systems • Ecology and administration • Riggsian models and their critique. 	25%
Unit 4	<ul style="list-style-type: none"> • Salient Feature of Public Administration in U.K., U.S.A, Russia, France and Japan 	25%

References:

- Introduction to Comparative Public Administration: by Sabine Kuhlmann, Hellmut Wollmann
- Comparative public administration by Ramesh K Arora
- Comparative public administration by J.A.Chandler
- Comparative public administration by Sheila Kennedy
- Globalism and Comparative Public Administration by Jamil E. Jreisat

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Paper Code: PA02CPAD03	Total Credit: 4
Title of Paper: Accountability and Control	

Unit	Topics to Cover	Weightage (%)
Unit 1	<ul style="list-style-type: none"> • Concepts of accountability and control • Legislative, Executive and Judicial control over administration • Citizen and Administration 	25%
Unit 2	<ul style="list-style-type: none"> • Role of media, interest groups, voluntary organizations • Civil society • Citizen's Charters 	25%
Unit 3	<ul style="list-style-type: none"> • Rights Issues in Accountability - as embodied in laws relating to: Right to Information, Right to Education, Right to Food Security, Right to Public Service • Social audit. 	25%
Unit 4	<ul style="list-style-type: none"> • Field Visit and Presentation 	25%

References:

- Public Administration, by M Laxmikanth, McGraw Hill Education (India) Private Limited, New Delhi
- Sample Material of Public Administration Study Kit: Chapter V- Accountability and Control: Legislative, Executive and Judicial control over administration.
<http://iasexamportal.com/civilservice/sample-material/ias-mains-public-administration/accountability-and-control-concept>
- Constitution rights to education by J Heyman

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Paper Code: PA02CPAD04	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%

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Paper Code: PA02EPAD01	Total Credit: 4
Title of Paper: Indian Culture	

Unit	Topics to Cover	Weightage (%)
Unit 1	Indian Art and Culture <ul style="list-style-type: none"> • Culture, A Preview of Indian Culture, Characteristic. Languages and Literature	25%
Unit 2	Religion and Philosophy <ul style="list-style-type: none"> • Proto-Historic Religion • Ancient Indian Religions, Theistic Religions • The School of Indian Philosophy Art and Architecture	25%
Unit 3	Indian Painting <ul style="list-style-type: none"> • Paintings ,Cave Paintings, Madhubani Paintings,Kalamkari Arts ,Patachitra Paintings, Kalighat Paintings,Batik Paintings,Mughal Paintings,Rajput Paintings,Rajasthani Paintings, Pahari Paintings,Kulu-Mandi Paintings, Mysore Paintings, etc. Music, Dance and Drama <ul style="list-style-type: none"> • Development of Music in India • Famous Classical Singers of India • Emergence of Dance in India • Well-Known Dancers of Modern Indian • Drama and Theatre, Puppetry 	25%
Unit 4	Festivals and Fairs <ul style="list-style-type: none"> • Festivals and Fairs,State wise Fairs and Festivals of India,Some Famous Fairs Crafts <ul style="list-style-type: none"> • Crafts of India,Crafts in Various Phase • Classification of Crafts,Kinds of Handicrafts in India Indian Cinema	25%

References:

- General Studies Paper 1, 2016 – Manohar Panday, Arihant Publications(India) Limited
- The Wonder That Was India – A.L. Bhasham. (Culture)
- India's Ancient Past – R.S. Sharma. (Culture)
- Indian Art and Culture – Nitin Singhania. (Culture)

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Paper Code: PA02EPAD02	Total Credit: 4
Title of Paper: International Relation and Diplomacy	

Unit	Topics to Cover	Weightage (%)
Unit 1	Introduction to International Relations and Diplomacy India and its neighbourhood- relations. Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests	25%
Unit 2	Effect of Policies and Politics of developed and developing countries on India's interests, Indian Diaspora	25%
Unit 3	Important International institutions, agencies and fora- their structure, mandate.	25%
Unit 4	Contemporary Case Studies and Presentation	25%

References:

- International Administration (New Delhi: Sterling Publishers, 1976) by S.L.Goel
- Reforming the United Nation: The Challenge of Relevance (New Delhi: Sage, 1993)by K.P.Saksena
- Globalization and Global Governance (London: Royal Institute of International Affairs, 1999)by V. Cable
- Theory of International Politics by Kenneth N. Waltz
- Diplomacy by by Henry Kissinger

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Paper Code: PA02SPAD01	Total Credit: 4
Title of Paper: Indian Society	

Unit	Topics to Cover	Weightage (%)
Unit 1	Salient Features of Indian Society Diversity of India	25%
Unit 2	Role of Women and women's Organization Population and associated issues Poverty and development issues Urbanization, their problems and their remedies	25%
Unit 3	Effects of Globalization on Indian Society	25%
Unit 4	Social Empowerment, communalism, regionalism and secularism	25%

References:

- Society in India (Bombay: Popular Prakashan, 2nd ed. 1972) by David G. Mendelbaum
- Introduction to Sociology (New York: Willey, 1970) Neil J. Smelser
- Social Change in India (Konark Publisher Pvt. Ltd., Vikas Marg, Delh, 2006)by B. Kuppuswamy
- Social Change (New York: Prentice Hall, 1965) by W.E. Moore
- Modernization and Development: The Search for alternative Paradigms (New Delhi: Sage Publishers, 2nd ed. 2009) by S.C. Dube
- Indian Sociology: Social Conditioning and Emerging Concerns (New Delhi, Vistaar Publications, 1986) by Yogendra Singh
- Indian Society by S.C. Dube
- Indian Women by Dr. Anita Arya