

**Swami Ramanand Teerth Marathwada University, Nanded.**  
**Syllabus for M.A. I Year**  
**PUBLIC ADMINISTRATION**

Semester – I (w.e.f. June – 2013)

**Paper-I : (Introduction of Public Administration)**

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1. Meaning, Nature, Scope and importance of Public Administration.
2. Evolution of Public Administration as a discipline.
3. Public, Private administration & management – concept, similarities and dissimilarities.
4. Structure of Staff & Auxiliary Agencies, Department, Public Enterprises, Independent Regulatory Commissions.
5. Principles of Administrative organizations – leadership, motivation, communication, decision-making.

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**Ref. Books :**

1. Denis L. Mueller, Public Choice, Cambridge University press.
2. Rubert T. Golembiewski, Public administration as a developing discipline, Marcel Dekker, New York, 1973.
3. Felix Nigro and Liyod, Modern POblic Administration, Harper and Ruw Publishers, New York, 1980.
4. Sharma & Sadana, Public Administration, Practice and Theory.
5. Mahashewari & Awasthi, Public Administration.
6. डॉ.बी.एल. फाडीया, लोकप्रशासन, साहित्य भवन पब्लिकेशन, आग्रा.
7. डॉ. अवस्थी एवं माहेश्वरी, लोकप्रशासन, लक्ष्मीनारायण अग्रवाल, आग्रा.
8. डॉ. भोगले शांताराम, लोकप्रशासन, सिद्धांत व कार्यपद्धती, कैलाश पब्लिकेशन, औरंगाबाद.
9. डॉ. पारस बोरा व डॉ. शाम सिरसाट, लोकप्रशासन शास्त्र - ज्ञानसमिक्षा पब्लिकेशन वर्ल्ड, औरंगाबाद.
10. दुबे अशोक कुमार, 21 वी शताब्दी मे लो.प्र., TMH पब्लिकेशन.

**Dr. Govind Yamalwad**  
Chairman

BOS in Public Administration  
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**PUBLIC ADMINISTRATION**

Semester – I (w.e.f. June – 2013)

**Paper-II : (Social Welfare Administration)**

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1. Welfare State, social change and administration.
2. Meaning, Nature, Scope and importance of social welfare administration.
3. Agencies of Social Welfare Administration.
  - a. Central Ministry of Social Justice & Empowerment.
  - b. Central Social Welfare Board.
  - c. State Social Welfare Advisory Board.
4. Major Social Sectors :
  - a) Education,
  - b) Health.
5. Agencies of Social Welfare, Social welfare policies and programmes:
  - a) Voluntary Organizations,
  - b) NGOs,
  - c) Child and women,
  - d) S.C., S.T. & OBCs,
  - e) Economically Backward Classes,
  - f) Physically Disables.

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**Ref. books :**

1. Kulkarni V.M., Social Administration.
2. Goel S.L., Social Welfare Administration
3. Sachder D.R., Social Welfare Administration
4. Ahauja Ram, Social Problems in India
5. कटारिया सुरेंद्र, सामाजिक प्रशासन, RBSA पब्लिशर्स, जयपूर
6. सचदेव डी.आर., भारत में समाजकल्याण प्रशासन, किताब महल, दिल्ली.
7. मित्र दयाकृष्ण, राठोड एस.ए., सामाजिक प्रशासन.
8. कोत्तापल्ले एल.एल., भारतातील सामाजिक कल्याण प्रशासन, विद्या बुक्स, औरंगाबाद.
9. कोत्तापल्ले एल.एल., सामाजिक प्रशासन, कल्पना प्रकाशन, नांदेड.

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**PUBLIC ADMINISTRATION**  
**Semester – I (w.e.f. June – 2013)**  
**Paper – III : (Research Methodology in Public Administration)**

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1. Scientific Method & Research- Meaning & characteristics of scientific method, steps of scientific research.
2. Social Research- Meaning, Nature, Scope, Characteristics & objectives. Importance & utility.
3. Problem of Objectivity in Social Research – Meaning, Definition, importance & Need. Difficulties in achieving objectivity. Means for achieving objectivity.
4. Formulation of problem in social research – meaning and factors in formulation of problems, process of problem formulation. Essential conditions to formulation of significant research problems.
5. Hypothesis – Meaning, Definition, Characteristics, types and sources, Characteristics of good and usable Hypothesis, Difficulties in formulation of Hypothesis.

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**Ref. Books:**

1. Ghosh B.N., Scientific methods and social research, New Delhi, Sterling publishers.
2. Hans Raj, Theory and practice in social research Surjeet Publication, New Delhi.
3. Thakur Devendra, Research methodology in social sciences, Deep and Deep Publication, Ltd. New Delhi.
4. अहुजा, राम, सामाजिक सर्वेक्षण एवं अनुसंधान, रावत पब्लिकेशन, जयपूर.
5. लवानीया एस.एम. एवंम् जैन शशी, समाजशास्त्रीय अनुसंधान, रिसर्च पब्लिकेशन, जयपूर.
6. आगलावे, प्रदिप, संशोधन पद्धती शास्त्र व तंत्रे, विद्या प्रकाशन, नागपूर.
7. घाटाळे, रा.ना., समाजशास्त्रीय संशोधन पद्धती, तत्त्वे आणि पद्धत, मंगेश प्रकाशन, नागपूर.
8. भांडारकर पु.ल., सामाजिक संशोधन पद्धती, महाराष्ट्र विद्यापीठ ग्रंथ निर्मिती मंडळ, नागपूर.

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**PUBLIC ADMINISTRATION**  
**Semester – I (w.e.f. June – 2013)**  
**Paper – IV : (Comparative Public Administration)**

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1. Evolution, concept, nature, scope and importance of Comparative Public Administration.
2. Theories & Models of Comparative Public Administration and contribution of F.W. Riggs, Montegomary and Ferel Heady.
3. Comparative study of U.K., U.S.A. systems :
  - a. Administrative systems,
  - b. Machinery for redressal of citizens' grievances,
  - c. Control Mechanisms.
4. Role of the study of Comparative Public Administration in the era of Liberalisation, Privatization and Globalization.

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**Ref. Book :**

1. F.W. Riggs, The ecology of Public Administration, Asia Publishing House, Bombay, 1991.
2. Arora Ramesh, Comparative Public Administration, Associated Publishing House, New Delhi.
3. Heady Ferel, Public Administration, A Comparative perspective – Marcel Dekkar, New York.
4. D. Waldo, Comparative Public Administration, performance and problem, Priste La Barton University of Washington Press.
5. प्रो.अवस्थी आनंद, तुलनात्मक लोकप्रशासन, लक्ष्मीनारायण अग्रवाल, आग्रा.
6. कटारिया सुरेंद्र, तुलनात्मक लोकप्रशासन, RBSA पब्लिशर्स, जयपूर.
7. तिजारे रा.अं. व कुलकर्णी म.पा., तुलनात्मक लोकप्रशासन, मंगेश प्रकाशन, नागपूर.
8. अरोरा, आर.के., तुलनात्मक लोकप्रशासन, राजस्थान हिंदी ग्रंथ अकादमी, जयपूर.
9. चर्तुवेदी टी.एन., तुलनात्मक लोकप्रशासन.
10. जैन, सी.एम. एवं शर्मा, हरिशचंद्र, सेवावर्गिय प्रशासन, रिसर्च प्रकाशन, जयपूर.

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**PUBLIC ADMINISTRATION**  
**Semester – I (w.e.f. June – 2013)**  
**Paper IV (OR) : (Development Administration)**

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1. Meaning, Concept, Nature, Scope and importance of development administration.
2. Characteristics of Administration in developed and developing countries:
  - a. Traditional,
  - b. Modern.
3. Role of Public and Private sectors in development:
  - a. Project planning,
  - b. Plan implementation,
  - c. Evaluation,
  - d. Bureaucrats.
4. Participation of Agents in development:
  - a. Politicians,
  - b. Journalists,
  - c. Peoples,
  - d. Generalists & specialists.
5. International Agencies of Development -
  - a. International Monetary fund (IMF),
  - b. International Bank for reconstruction and development (IBRD),
  - c. World trade organization. (WTO).

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**Ref. Book :**

1. Trivedi, K.D., Perspectives on Development Administration.
2. Chatterjee S.K., Development Administration – with special reference to India.
3. Rathod P.B., Elements of Development Administration (Theory and Practice)
4. Sparu R.K., Development Administration.
5. Mehra O.P., Development Administration.
6. अवस्थी आनंद, विकास प्रशासन
7. उमेशकुमार, विकासात्मक प्रशासन.
8. जोशी प्रीती, विकास प्रशासन.
9. बंग के.आर., विकास प्रशासन.
10. एखेळीकर रमेश, विकास प्रशासन.

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**PUBLIC ADMINISTRATION**  
**Semester – II (w.e.f. Nov. – 2013)**

**Paper-V : (Modern Public Administration)**

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1. Public Administration in modern era :
  - Difference between traditional & modern Public Administration,
  - Role of Public Administration in modern society,
  - New dimensions of the study of Public Administration,
  - Post Modern Public Administration.
2. Approaches to Public Administration :
  - Public – Choice approach,
  - New Public Management perspective,
  - State V/s market debate.
3. Citizen and administration :
  - Lokayukta,
  - Political parties and pressure groups,
  - Public Participation.
4. Provisions for redressal of Public grievances :
  - Administrative Law,
  - Delegated Legislation,
  - Administrative Tribunals.
5. Administrative Reforms :
  - Objectives of Administrative reforms,
  - Paul. H. Appleby's recommendations on administrative reforms,
  - 2<sup>nd</sup> Administrative Reforms Commission and their recommendations.

**Reference Books :**

1. S.R.Maheshwari, Theories and concepts in Pub.Admn., Allied Publishers, New Delhi.
2. Rumki Basu, Pub.admn. concepts & theories, sterling publications, New Delhi.
3. Mohit Bhattacharya, New Horizons in Pub.Admn.Jawahar Publishers, New Delhi.
4. Sharma & Sadana, Public-admn. Theory & Praticce, Kitab Mahal, Allahabad.
5. Goyal S.L., Advanced public administration, sterling publications, New Delhi.
6. डॉ.बी.एल.फाडिया, लोक -प्रशासन, साहित्य भवन पब्लिकेशन्स, आग्रा.
7. डॉ.आर.के.दुबे, आधुनिक लोक-प्रशासन, लक्ष्मीनारायण पब्लिकेशन्स, आग्रा.
8. डॉ.मुकेश माहेश्वरी, समग्र लोक-प्रशासन, टी.एम.एच., पब्लिकेशन्स, नई दिल्ली.
9. डॉ.एम.लक्ष्मीकांत, लोकप्रशासन, टी.एम.एच., पब्लिकेशन्स, नई दिल्ली.
- 10.डॉ.सुरेंद्र कटारिया, लोकप्रशासन-सिद्धांत एवं व्यवहार, RBSA पब्लिशर्स,जयपूर.
- 11.डॉ.सुरेंद्र कटारिया, प्रशासनिक सिद्धांत, RBSA पब्लिशर्स, जयपूर.

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**PUBLIC ADMINISTRATION**  
**Semester – II (w.e.f. Nov. – 2013)**  
**Paper-VI : (Economic Administration)**

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1. Economic Administration :
  - Meaning, Nature, Scope and Importance of Economic Administration,
  - Characteristics & Limitations of Economic Administration,
  - Constitutional Provisions for Economic Administration,
  - Directive Principles of constitutional economic provisions.
2. Economic Policy :
  - Concept of mixed economy,
  - Industrial policy resolutions (1848, 1956 & 1991),
  - Economic policy of India since Independence.
3. Public Enterprises :
  - Meaning & features of Public enterprises,
  - Growth of Public enterprises in India,
  - Problems of management, Accountability & autonomy.
4. Structure of economic administration :
  - Planning commission,
  - State planning commission,
  - District planning committee.
5. New Economic Policy :
  - Liberalization,
  - Privatization,
  - Globalization,
  - Disinvestment.

**Reference Books :**

1. Ruddar Dutta & K. Sundaram, Indian economy – S.Chand & Co. New Delhi.
2. R.S. Davar, Structural changes in India's economy, Guru Nank Dev University Press, Amritsar.
3. A.K.Jain, Economic planning in India, Ashish Publications, New Delhi, 1989.
4. Jha.P., Modern Public economics, routledge publications, London.
5. Bimal Jalan, economic problem and prospects, Viking publications, New Delhi.
6. डॉ.बी.एल.माथूर, आर्थिक नीति एवं प्रशासन, RBSA पब्लिशर्स, जयपूर.
7. डॉ.देसाई व डॉ.भालेराव, भारतीय अर्थव्यवस्था, निराली प्रकाशन, पुणे, 1998.
8. डॉ.आर.एस.साळुंके व प्रा.व्ही.बी.काकडे, भारतीय अर्थव्यवस्था, विद्या पब्लिशर्स, औरंगाबाद.
9. डॉ.अशोक बोरीकर, भारतीय नियोजन.
10. डॉ.निलीमा देशमुख, आर्थिक नीति और प्रशासन.
11. प्रा.झांबरे, भारतीय अर्थव्यवस्था.
12. डॉ.सतिश ठोंबरे, कर्मचारी आणि वित्तीय प्रशासन.

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**PUBLIC ADMINISTRATION**  
**Semester – II (w.e.f. Nov. – 2013)**  
**Paper-VII : (Research Techniques in Public Administration)**

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1. Research Design:
  - Meaning, Objectives and types,
  - Essential factors in research design.
2. Sampling :
  - Meaning, characteristics, types and advantages of sampling.
3. Data collection :
  - Meaning, importance, sources and techniques, case study method, it's role and significance in public-administration.
4. Data processing :
  - Classification, tabulation, conclusion, use of computer software and Internet, statistical analysis packages (SPSS), spreadsheets, database management systems.
5. Report writing :
  - Meaning and significance in research.

**Reference Books :**

1. Ghosh. B.N., Scientific methods & social research, sterling publishers, New Delhi.
2. Hansraj, Theory & practice in social research, surjeet publications New Delhi.
3. Thakur, Devendra, Research Methodology in social sciences, Deep and Deep publications, New Delhi.
4. आहूजा राम, सामाजिक सर्वेक्षण एवं अनुसंधान, रावत पब्लिकेशन्स, जयपूर.
5. लवानिया एस.एस.एवं जैन शशि., समाजशास्त्रीय अनुसंधान,रिसर्च पब्लिकेशन्स, जयपूर.
6. प्रा.आगलावे प्रदीप-संशोधन पद्धती, शास्त्र व तंत्रे, विद्या प्रकाशन, नागपूर.
7. प्रा.घाटोळे रा.ना., समाजशास्त्रीय संशोधन पद्धती-तत्त्वे आणि पद्धती, मंगेश प्रकाशन, नागपूर.
8. डॉ.भांडारकर पु.ल., सामाजिक संशोधन पद्धती, महाराष्ट्र विद्यापीठ ग्रंथनिर्मिती मंडळ, नागपूर.

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**PUBLIC ADMINISTRATION**

**Semester – II (w.e.f. Nov. – 2013)**

**Paper-VIII : (Public Relations in Public Administration)**

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1. Public relations :
  - Concept, meaning, nature, scope and principles,
  - Public relations v/s Public opinion,
  - Publicity, Propaganda, Advertisement & Lobbying.
2. Evolution and development of public relations in India, significance of Public relations administration, Role of Public relations in administration.
3. Methods and techniques of Public relations, Various means of Public Relations, public relations and mass communication.
4. Administering the Public relations-Administrative system of Public relations in India :
  - a) The organization of Public relations at the union Govt. level- Ministry of Information and Broadcasting - organization & working,
  - b) State level organization for public relations-Directorate of Information and public relations - organization & working,
  - c) Public relations at district level - organization and working.
5. Public relations officer and administration:
  - Challenges of Public relations,
  - Problems - feedback - evaluation - new perspectives of public relations.

**Reference Books :**

1. Kaul J.M., Public relations in India.
2. Simon, Raymond, Publicity and Public-relations.
3. Sahai Baldeo, Public relations-a scientific approach.
4. Mehta D.S., Hand Book of Public relations in India.
5. Finn.David, Public relations management.
6. Mamta Bhatia, Public relations administration.
7. बलदेव गुप्ता, भारत में लोक सम्पर्क.
8. लालचंद, सम्पर्क प्रशासन.
9. राजेंद्र, लोकसम्पर्क.
10. राधेश्याम शर्मा, जनसंचार.
11. मदनगोपाल, जनसम्पर्क.
12. विजय कुलश्रेष्ठ, जनसम्पर्क, प्रचार एवं विज्ञापन.

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**PUBLIC ADMINISTRATION**

**Semester – II (w.e.f. Nov. – 2013)**

**Paper-VIII OR : (Comparative Personnel Administration in UK & USA)**

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1. Introduction :
  - Meaning, nature, significance of personnel administration, Historical background of personnel administration.
2. Recruitment :
  - Evolution & characteristics of British civil services and American civil services, position, classification & recruitment system and agencies of recruitment in UK & USA.
3. Training :
  - Characteristics of training in UK & USA civil services,
  - Various methods of training in UK & USA civil services.
4. Promotion :
  - Characteristics of promotion system in UK & USA,
  - Various methods of promotion in UK & USA.
5. Retirement and its benefits :
  - Pension, gratuity and provident fund.

**Reference Books :**

1. Stalh O.G., Personnel administration.
2. Robson W.A., Civil services in Britain and France.
3. कटारिया सुरेंद्र, कार्मिक प्रशासन.
4. जैन, शर्मा एवम् राठोड, सेवावर्गीय प्रशासन.
5. कटारिया सुरेंद्र, तुलनात्मक प्रशासकीय व्यवस्थाएँ.
6. गोयल ओ.पी., कार्मिक प्रशासन.
7. सिन्हा एवम् जैन, कार्मिक प्रशासन.
8. भिंगे सुभाष, कर्मचारी प्रशासन.
9. ठोंबरे सतिश, कर्मचारी प्रशासन.
10. बंग के.आर., कर्मचारी प्रशासन.
11. पाटील बी.बी., प्रशासकीय व्यवस्था.
12. माहेश्वरी मुकेश, समग्र लोकप्रशासन.

**Dr. Govind Yamalwad**

Chairman

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