बिलासपुर विश्वविद्यालय, बिलासपुर (छत्तीसगढ़)

सेमेस्टर पाठ्यक्रम

एम.ए.लोक प्रशासन

नोट : एम.ए. लोक प्रशासन के प्रत्येक सेमेस्टर में प्रत्येक सेमेस्टर मे सैद्धान्तिक प्रश्न पत्र 80 अंक का होगा, जिसमें प्रत्येक प्रश्न पत्र को कुल चार इकाई में विभाजित करके 20 अंक का एक प्रश्न होगा। इस प्रकार कुल 80 अंक सैद्धान्तिक प्रश्नों के लिए तथा 20 अंक आंतरिक मूल्यांकन के होगें।

SEMESTER - I

Paper No.	Title of the Paper	Internal Assessment	Term End Exam	Total Marks
1.	Principles Of Public Administration	80	20	100
2.	Theories Of Public Administration	80	20	100
3.	Indian Administration	80	20	100
4.	Development Administration	80	20	100
			TOTAL	**400**

SEMESTER - II

Paper No.	Title of the Paper	Internal Assessment	Term End Exam	Total Marks
1.	State Administration	80	20	100
2.	Municipal Govt Of India	80	20	100
3.	Rural Development And Tribal Welfare In Chhattisgarh	80	20	100
4.	Panchayati Raj Special Reference To Chhattisgarh	80	20	100
			TOTAL	**400**

SEMESTER - III

Paper No.	Title of the Paper	Internal Assessment	Term End Exam	Total Marks
1.	Comparative Pubilc Administration	80	20	100
2.	Human Resource Development And Personnel Administration	80	20	100
3.	Research Methodology In Public Administration	80	20	100
4.	Administration Law	80	20	100
			TOTAL	**400**

SEMESTER - IV

Paper No.	Title of the Paper	Internal Assessment	Term End Exam	Total Marks
1.	Civil Servie In India	80	20	100
2.	Administration Thinkers	80	20	100
3.	Management Of Public Enterprises And Industrial Relation	80	20	100
4.	Financial Administration	80	20	100
			TOTAL	**400**
			GRAND TOTAL	**1600**

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SEMESTER - I
PAPER - I
PRINCIPLES OF PUBLIC ADMINISTRATION

UNIT -I

Definition, Nature and scope of public administration, private and public administration. Management and administration.Public administration as a social science. Development of the discipline to the study of public administration. Contemporary Approaches to the study administration. Behavioural System and Structural functional Approaches. New public administration.

UNIT -II

Administrative Organization. (A) conceptions of Organization, Form's Organization, Structure of Organisation and concept of Line and Staff. (b) Department, Public corporation, independent Regulatory Commission. (c)Head Quarters and Fuield Agencies.

UNIT -III

Centralisation, Decentralisation and Delegation. Integration and Disintegration.

UNIT- IV

Administrative Process : (a) Policy Formulation and Decision Making. (b) Communication. (c) Leadership - Team Building, Motivation. (d) Supervision and Controlling.

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SEMESTER - I
PAPER - II
THEORIES OF PUBLIC ADMINISTRATION

UNIT-I

Administration Theory : Theory of Administration, Classical theory, Scientific Management School, Human Relation. Theory System School.

UNIT-II

Management Aids : Budgeting process, New public Management.

UNIT-III

Some Issues :

1. Citizen Charter.
2. Good Gevernance.
3. Right to Informetion.
4. Crisis Management.
5. Stress Management.
6. Time Management.
7. Office Management.
8. File System

UNIT-IV

Accountability of public Administration-

a) Legislative Control.
b) Executive Control.
c) Judicial Control.
d) Public Control.
e) Internal Control.

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SEMESTER - I
PAPER - III
INDIAN ADMINISTRATION

UNIT-I
Evolution of Indian Administration, Indian Administration, During British rule in Contemporary Context (A Synoptic View)

UNIT-II
Parliamentary Democracy: Federal System, Political Executive: President, Prime Minister, Council of Ministers; Cabinet, Cabinet Secretariat.

UNIT-III
Departments, Attached Offices, Subordinate offices, procedure of work, Organization and working of Home and finance Ministries of Govt. of India.

UNIT-IV
Union - State Relations : Administrative, Legislative, Financial, Administrative Reforms.

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SEMESTER - I
PAPER - IV
DEVELOPMENT ADMINISTRATION

UNIT-I

Concept, importance and scope of Development Administration, Evolution of the theory of Development, Administration.

UNIT-II

Public Administration and Development Administration. Development Non Development, Dichotomy, Concept of Administrative Development.

UNIT-III

Concepts of Development and modernisation, concept of Economic Development.

UNIT-IV

Political Development and social, Features of Public Administration in developing countries. Planning Machinery in India at centre and State Level.

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SEMESTER - II
PAPER - I
STATE ADMINISTRATION

UNIT-I

Administration at the State Level - Political Executive : State secretariat, Secretariat - Directorate Relationship, Planning Process, Board of Revenue.

UNIT-II

Administration at the district Level : District as a Unit of Administration : Role of Collector, District Planning Board, Law and order. District Superintendent of Police - Power and Function.

UNIT-III

Administration at Sub-Divisional Level Tehsil and Revenue Inspector Level and Patwari Circular Level.

UNIT-IV

Some Issues -

(a) Minister - Secretary Relationship.
(b) Administrative Reform (ARC)
(c) Administrative Corruption - Lokpal and Lok Ayukta.

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SEMESTER - II
PAPER - II
MUNICIPAL GOVT OF INDIA
(WITH SPECIAL REFERENCE TO CHHATTISGARH STATE)

UNIT-I

Mening of Local Self Govt. Its Essential Features, Scop and Importance of Local Self Govt., Trend toward Centralization.

UNIT-II

Evolution of Local Municipalities, Notified Areas, Town Areas, Cantonment and Parastutal Bodies.

UNIT-III

Service Conditions of Municipal Employee : Training, Promotion,, Municipal Finance; State control over Municipal Administration; Deliberative - Executive Relationship.

UNIT-IV

Committee System, problems of Municipal Administration with Reference to Urban Development with Special Emphasis on the study of Administrative Measure with Regards to Environment Up gradation. Reform in local Self Goverment. (A brief survey of Urban Development Schemes partiducularly JNNURM & SJSRY (Swarna Jayanti Shahri Rojgar Yojna and other State Sponsored Schemes)

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SEMESTER - II
PAPER - III
RURAL DEVELOPMENT AND TRIBAL WELFARE IN CHHATTISGARH

UNIT-I

Rural Development - Its Concept, Environmental Factors in Rural Development, Dimensions of Rural Poverty.

UNIT-II

Rural Development policy and Strategy, Approaches to Rural Development, Community Development Project.

UNIT-III

MNARENGA (Mahatma Gandhi National Rural Employment Guarantee Act.) Various Rural Development Schemes and Current Development Schemes.

UNIT-IV

Tribal Welfare in Chhattisgarh - Tribal Welfare at District, Block and Village Level, Legislation for Tribal Welfare, problems of Tribal Welfare, Tribal Welfare Scheme.

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SEMESTER - II
PAPER - IV
PANCHAYATI RAJ WITH SPECIAL REFERENCE TO CHHATTISGARH

UNIT-I

Concept of Panchayati Raj.
Evolution of Panchayati Raj.
Balvant Rai Mehta Committee.
73rd Constitutional Amendment.

UNIT-II

Three Tier panchayati Raj in Chhattisgarh, Structural, power and Functions of Zila Panchayat, Janpad Panchayat and Gram Panchayat.

UNIT-III

Source Of Revenue Finance in Panchayati Raj System, State Control over Panchayati Raj Institutions, Role of Panchayati Raj for weaker Sections and Women.

UNIT-IV

Recent Constitutional Changes and Development in Chhattisgarh Deliberative-Executive Relationship in panchayati Raj.
Political Parties, Pressure Groups, CSO's.
Problem's of Panchayati Raj System.

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SEMESTER - III
PAPER - I
COMPARATIVE PUBLIC ADMINISTRATION

UNIT-I

Comparative Public Administration- Evolution, Concept, Nature, Scope and Significance.

UNIT-II

Approaches to the Study of Comparative public Administration; Institutional, Behavioural, System, Structural, Functional, Ecological, Problem of Comparative Research.

UNIT-III

Webar's Typology of Authority with particular Reference to his Ideal Type of Bureaucracy, Rigg's Typology of with Particular Reference to prismatic Society and Sala Model.

UNIT-IV

Silent Features of the Administrative System of U.K., China U.S.A. And France, Whitley's in Britain, Independent Regulatory Commission in U.S.A., Prefect in France and Ombudsman in Sweden, Role of the Communist Party in China.

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SEMESTER - III
PAPER - II
HUMAN RESOURCE DEVELOPMENT AND PERSONNEL ADMINISTRATION

UNIT-I

Nature and concept of public personnel Administration and concept of Human resource Management.

Rise of modern Civil Service and its role.

UNIT-II

Rise of Merit system, Bureaucracy - Its Meaning, Hature and Importance. Theories of Bureaucracy - Max Weber, Kerl Marx.

UNIT-III

Recruitment, Postion Classification and Training of Personeel with special reference to U.K., U.S.A. and France.

UNIT-IV

Promotion, Discipline, Morale and Motivation.

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SEMESTER - III
PAPER - III
RESEARCH METHODOLOGY IN PUBLIC ADMINISTRATION

UNIT-I
Research Design; General Goals, Objectives, Concepts, Hypothesis-Definitions, ideal of sampling Quota sampling, Use of Random number.

UNIT-II
Construction of Questionnaires; Schedules and Questionnaires. Advantages and Limitations of Mailed Questionnaires; Non-Response; Integer viewing; Reporting Interview : Bias.

UNIT-III
Other Methods of Data Collection; Conservation; Case Study; Projective and Indirect Scaling Techniques.

UNIT-IV
Measurement of Central Tendency; Mean; Median; Mode; Report Writing.

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SEMESTER - III
PAPER - IV
ADMINISTRATION LAW

UNIT-I

Definition nature and scope as Administration Law, Rule of Law.

UNIT-II

Rise and importance of Delegated Legislation, Types problems and procedure of delegated legislation. Legislative and Judicail Control over delegated Legislation.

UNIT-III

Administrative Trivunals, its function, nature and scope, study of some selected administrative tirbunals. Legislative and Judicail control over Administrative Tribunals.

UNIT-IV

Nature Justice, Legal Remedies, Liabilities of State.

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SEMESTER - IV
PAPER - I
CIVIL SERVICE IN INDIA

UNIT-I

Rise of Modern Civil Service in India, Structure of Civil Service, Recruitment. Classifications Training Promotion Practies.

UNIT-II

Salary Administration, Learning and Staff Development. Public Service Commission.

UNIT-III

Political Right and Right to Strike, condition of Service. Morale and Motivation.

UNIT-IV

Civil Service conduct Rules, Disciplinary action; Removal and Appeals, Machinery for Reprisal of Civil Grievance.

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SEMESTER - IV
PAPER - II
ADMINISTRATIVE THINKERS

UNIT-I

Kautila- the concept of State: The King; Minister and the council of Ministers; Their power and Function; Revenue Administration; Local Administration; Military Administration; Administration of Foreign Affair.

UNIT-II

F.W. Taylor- Concept of Management; Mechanism of Management; Scientific Management : Meaning, Definition; Objectives, Principles, Merits and Demerits Impact.

UNIT-III

Mary Parkar Follet - Conflict and Integration; Leadership. Herbert Simon - Behavioural Approach; Decision Making.

UNIT-IV

Max Weber - Types of Authority, Ideal Form of Bureaucracy Criticism, Importance. F.W. Riggs - Ecological Theory; Prismatic-sala-model Development; Administration; Comparative Administration.

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SEMESTER - IV
PAPER - III
MANAGEMENT OF PUBLIC ENTERPRISES AND INDUSTRIAL RELATION

UNIT-I
Nature of public utilities and their regulation. The role of public Enterprises in National Economy, problems of Nationalisation.

UNIT-II
Form of Organisation, government: Control, Parliamentary Accountability.

UNIT-III
Management Personnel, Finance, prancing. The Consumer and public Enterprises. Problems of Industrialization. The Social Structure of Industry-corporate Social Responsibility.

UNIT-IV Labour Welfare and its influence on Industrial efficiency, Industrial housing and slum clearance. Role of trade Unions. Social Security in India. U.K. And U.S.A. (While the Study will by made in relation to the situation in India. Brief outline of the Problems obtaining in U.K. and U.S.A. shall also be given due regard to management of public Enterprises.

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SEMESTER - IV
PAPER - IV
FINANCIAL ADMINISTRATION

UNIT-I

Introduction of Financial Administration- Meaning, Importance. Constitutional provision relating to Financial Administration in India. Central-State Financial Relations.

UNIT-II

Budget: Principles of sound Budget, Types of Budget- Legislative, Executive, Board or Commission type.

UNIT-III

Budget Techniques - Line _ Item budget, Lump-sum Budget, Performance of Budget. Zero based Budgetary Process in India-preparation. Parliamentary Approval, Execution of Budget. Accounting of Funds and Audit.

UNIT-IV

Control Over public Accounting : parliamentary control parliamentary committees (Public Accounts Committees, Estimate committees, Committees on public Undertake-Finance Committees, Eleventh Five year Plan

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