

Scheme of M.A. (Public Administration) under Semester System

Program Code& Name: DPMA08 - M.A. (Public Administration)

Session 2024-25

Semester	Course Code	Course Name	Credit			Total Credit	Marks			
			L	T	P		ESE	CIA	Total	
									MAX	MIN
First	MPAT-101	Principles of Public Administration	3	1	-	4	70	30	100	40
	MPAT-102	Theories of Public Administration	3	1	-	4	70	30	100	40
	MPAT-103	Indian Administration	3	1	-	4	70	30	100	40
	MPAT-104	Development Administration	3	1	-	4	70	30	100	40
	MPAT-105	Administrative Behaviour	3	1	-	4	70	30	100	40
		Total				20	350	150	500	200
Second	MPAT-201	State Administration	3	1	-	4	70	30	100	40
	MPAT-202	Municipal Government of India	3	1	-	4	70	30	100	40
	MPAT-203	Rural Development and Tribal Welfare in Chhattisgarh	3	1	-	4	70	30	100	40
	MPAT-204	Social Welfare Administration	3	1	-	4	70	30	100	40
	MPAT-205	Panchayati Raj (with special reference to Chhattisgarh)	3	1	-	4	70	30	100	40
		Total				20	350	150	500	200
Third	MPAT-301	Comparative Public Administration	3	1	-	4	70	30	100	40
	MPAT-302	Human Resource Development and Personnel Administration	3	1	-	4	70	30	100	40
	MPAT-303	Research Methodology in Public Administration	3	1	-	4	70	30	100	40
	MPAT-304	Administration Law	3	1	-	4	70	30	100	40
	MPAT-305	Elective-I: Communication Skill	3	1	-	4	70	30	100	40
		Elective-II: Political Process and Campaigning in India								
		Elective-III: Computer Application								
		Total				20	350	150	500	200
Fourth	MPAT-401	Civil Service in India	3	1	-	4	70	30	100	40
	MPAT-402	Administration Thinkers 3	3	1	-	4	70	30	100	40
	MPAT-403	Administration of Public Enterprises and Industrial Relation	3	1	-	4	70	30	100	40
	MPAT-404	Financial Administration	3	1	-	4	70	30	100	40
	MPAT-405	Elective-I: Environmental Pollution	3	1	-	4	70	30	100	40
		Elective-II : Process and Issues in Indian Administration								
		Total				20	350	150	500	200
		Grand Total				80	1400	600	2000	800

Program Code and Name	DPMA - 08			Semester	I
Exam Code and Name	M.A. PUBLIC ADMINISTRATION FIRST SEMESTER			Paper	I
Course Code	MPAT - 101			Course Type	T
Course Title	PRINCIPLES OF PUBLIC ADMINISTRATION				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> Acquiring the knowledge of the elements, Principles of Public Administration as an academic discipline. Ability to appraise and update about the developments and recent trends taking place in the discipline of Public Administration. Capacity to understand the dynamics and extension of public administration and its activities. 				

Contents of Course		
Unit	Contents	No. of Period
I	PUBLIC ADMINISTRATION: -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. Behavioral System and Structural functional Approaches.	15
II	ADMINISTRATIVE ORGANIZATION: (a) Conceptions of Organization, Form's Organization, Structure of Organization and Concept of Line and Staff. (b) Department, Public Corporation, Independent Regulatory Commission. (c) Head Quarters and Field Agencies.	15
III	Centralization, Decentralization and Delegation. Integration and Disintegration- Meaning, Definition, Different between Centralization, Decentralization and Delegation, Merit and Demerits.	15
IV	ADMINISTRATIVE PROCESS:-(a) Policy Formulation and Decision Making (b) Communication (c) Leadership - Team Building, Motivation (d) Supervision and Controlling	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources
Reference books	<p>. Reference Books:</p> <ol style="list-style-type: none"> A.Awasthi&S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal. SurendraKatariya, PrashasnikSiddhantEvam Prabandha, National Pub.House. M. Lakshmikant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Company Ltd. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman. Chandra PrakashBhambhri, Public Administration. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, KitabMahal

Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Marks	Continuous Internal Assessment (CIA): 30 Marks	End Semester Exam (ESE) : 70 Marks
Continuous Internal Assessment (CIA)	Internal Test/Quiz- (2): 20 & 20 Assignment / Seminar: 10 Total Marks: 30	Better marks out of the two Test / Quiz + obtained marks is Assignment shall be considered against 30 Marks
End Semester Exam (ESE)	Three Section - A, B & C Section A: Q1. Objective- 10 x 1 = 10 Mark; Section B: Long Answer type questions 1 out of 2 from each unit- 4 x 5 = 20 Marks; Section C: Descriptive answer type questions 1 out of 2 from each unit- 4 x 10 = 40 Marks;	

Program Code and Name	DPMA - 08			Semester	I
Exam Code and Name	M.A. PUBLIC ADMINISTRATION FIRST SEMESTER			Paper	II
Course Code	MPAT - 102			Course Type	T
Course Title	THEORIES OF PUBLIC ADMINISTRATION				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> Acquiring the knowledge of the elements, Principles of Public Administration as an academic discipline. Ability to appraise and update about the developments and recent trends taking place in the discipline of Public Administration. <p>Capacity to understand the dynamics and extension of public administration and its activities</p>				

Contents of Course		
Unit	Contents	No. of Period
I	ADMINISTRATION THEORY: Theory of Administration, Classical Theory, Scientific Management School, Human Relation. Theory System School. Public Administration as an Art or Science, Relation with other Social Sciences-Political Science, Law Sociology, History, and Economic.	15
II	MANAGEMENT IDEAS: Budgeting Process, New Public Management. Relation with other disciplines Science and Technology, Psychology and Geography.	15
III	SOME ISSUES :- 1. Citizen Charter 2. Right to Information 3. Crisis Management 4. Stress Management 5. New Public Administration, New Public Management.	15
IV	ACCOUNTABILITY OF PUBLIC ADMINISTRATION :- a) Legislative Control b) Executive Control c) Judicial Control d) Public Control e) Internal Control Role and Important of Public Administration in Modern Societies.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources
Reference books	<p>.Reference Books:</p> <ol style="list-style-type: none"> A.Awasthi&S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal. SurendraKatariya, PrashasnikSiddhantEvam Prabandha, National Pub.House. M. Lakshmikant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Company Ltd. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman. <p>E-Resources: https://epustakalay.com/ https://dspace.lib.hawaii.edu/bitstream/10790/3396/1/prizzia.r-2001-0041.pdf https://www.britannica.com/topic/public-administration</p>

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End Semester Exam (ESE)	Three Section - A, B & C Section A: Q1. Objective- 10 x 1 = 10 Mark; Section B: Long Answer type questions 1 out of 2 from each unit- 4 x 5 = 20 Marks; Section C: Descriptive answer type questions 1 out of 2 from each unit- 4 x 10 = 40 Marks;	

Program Code and Name	DPMA - 08			Semester	I
Exam Code and Name	M.A. PUBLIC ADMINISTRATION FIRST SEMESTER			Paper	III
Course Code	MPAT - 103			Course Type	T
Course Title	INDIAN ADMINISTRATION				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> • At the end of this course, the students will be able to: • Knowledge about the evolution and growth of Indian Administration, its key features controlling and regulating Indian government system and administration. • Grasping the role and functions of Union Executive. • Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general. <p>Awareness about the institutions and mechanism in force for citizen-state interface.</p>				

Contents of Course		
Unit	Contents	No. of Period
I	INDIAN ADMINISTRATION:- Evolution of Indian Administration, Indian Administration, Durin British rule in Contemporary Context (A Synoptic View) Features of Indian Constitution.	15
II	PARLIAMENTARY DEMOCRACY:- Federal System, Political Executive: President, Prime Minister, Council of Ministers; Cabinet, Cabinet Secretariat Basic Constitutional Provision of Indian Administration Preamble, Fundamental Right.	15
III	DEPARTMENTS:- Attached Offices, Subordinate Offices, Procedure of work, Organization and working of Home and finance Ministries of Govt. of India, Directive Principle of State Policy, Fundamental duties.	15
IV	CHHATTISGARH ADMINISTRATION & CIVIL SERVICE IN INDIA :- Recruitment Procedure to all India Central Civil Service, Union Public Service Commission Composition and Functions, Training of Civil Servants in India.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources
Reference books	<p>.Reference Books:</p> <ol style="list-style-type: none"> 1. A.Awasthi&S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal. 2. SurendraKatariya, PrashasnikSiddhantEvam Prabandha, National Pub.House. 3. M. Lakshmikant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Company Ltd. 4. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal. 5. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman. <p>E-Resources:</p> <p>https://epustakalay.com/</p> <p>https://dspace.lib.hawaii.edu/bitstream/10790/3396/1/prizzia.r-2001-0041.pdf</p> <p>https://www.britannica.com/topic/public-administration</p>

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End Semester Exam (ESE)	<p>Three Section - A, B & C</p> <p>Section A: Q1. Objective- 10 x 1 = 10 Mark;</p> <p>Section B: Long Answer type questions 1 out of 2 from each unit- 4 x 5 = 20 Marks;</p> <p>Section C: Descriptive answer type questions 1 out of 2 from each unit- 4 x 10 = 40 Marks;</p>	

Program Code and Name	DPMA - 08			Semester	I
Exam Code and Name	M.A. PUBLIC ADMINISTRATION FIRST SEMESTER			Paper	IV
Course Code	MPAT - 104			Course Type	T
Course Title	DEVELOPMENT ADMINISTRATION				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> Developing a basic intellectual understanding of development, its approaches, various actors determining development in the country in ecological and post- globalization context. Gaining conceptual and theoretical understanding of good governance, e-governance, management techniques, people participation etc. 				

Contents of Course		
Unit	Contents	No. of Period
I	DEVELOPMENT ADMINISTRATION: -Concept, Evolution Importance and Scope of the Theory of Development, Development Administration and Traditional Administration, Public Administration as an Instrument Development.	15
II	PUBLIC ADMINISTRATION AND DEVELOPMENT ADMINISTRATION:- Development Non Development, Dichotomy Concept of Administrative Development Characteristics and Role of Civil Society, Role of Law and Order Administration.	15
III	CONCEPTS OF DEVELOPMENT AND MODERNIZATION:-Concept of Economic Development Bureaucracy and Development, Role of Bureaucracy, People's Participation- Meaning, Importance, Types.	15
IV	POLITICAL DEVELOPMENT AND SOCIAL FEATURES:- Social features of Public Administration in developing countries. Planning Machinery in India at Centre and State Level Administrative Reforms and Development. Concepts Importance, Problems comes before Administrative Reforms Suggestion.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources
Reference books	<p>Reference Books:</p> <ol style="list-style-type: none"> A.Awasthi and A.Awasthi, Vikas Prashashan, Lakshmi Narayan Agrawal. Preeta Joshi, Vikas Prashashan. Edward Weidner, Development Administration. Surendra Katariya, BhartiyaPrashashan. Fred W. Riggs, Frontiers of Development Administration. SurendraKatariya, Prashasnik SiddhantEvam Prabandha. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, KitabMahal <p>https://www.britannica.com/topic/public-administration</p>

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Program Code and Name	DPMA - 08			Semester	I
Exam Code and Name	M.A. PUBLIC ADMINISTRATION FIRST SEMESTER			Paper	V
Course Code	MPAT - 105			Course Type	T
Course Title	ADMINISTRATIVE BEHAVIOR				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> • Developing professional approach by enhancing understanding about the key elements of administrative behavior and organizational management. • Knowledge about theoretical contribution of prominent thinkers in the field of management and administration. 				

Contents of Course		
Unit	Contents	No. of Period
I	DECISION-MAKING:- Meaning, Classification of Decisions, Decision Making Process and Stages. Herbert Simon's Decision Making Model, His other contribution and Criticism.	15
II	COMMUNICATION:- Meaning and Definition, Types (Formal and Informal). Significance, Communication Process, Barriers in Communication and Removal of Barriers, Motivation, Meaning, Definition, Traditional Theory of Motivation.	15
III	THEORY PUBLIC ADMINISTRATION BEHAVIOR Abraham Maslow's Need Hierarchy Theory, his other Contribution and Criticism. D. McGregor's Theory X and Theory Y, his other Contribution and Criticism. F. Herzberg's Two Factor Theory, his other Contribution and Criticism.	15
IV	LEADERSHIP:- Meaning and Definition. Theory of Leadership; Trait Theory, Behavioral Theory. Situational Theory. Types of Leadership. Merits for Leadership.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources
Reference books	<p>Reference Books:</p> <ol style="list-style-type: none"> 11. Prasad, Prasad & Satyanarayan, Administrative Thinkers, 2. S.R.Maheshwari, Administrative Thinkers, (Prashashnik Vicharak), 3. M. Lakshmikanth: Public Administration (Tata McGraw-Hill Publishing Company Limited) 4. Management Thought and Thinkers, Prabhudutta Sharma, Research Publication McGraw-Hill Publishing Comp Ltd. 5. Ashok Kumar Dubey, Prashashnik Vichardharayein, Tata 6. M. Lakshmikant, LokPrashashan, UPSC(Prelim.) Tata McGraw-Hill Publishing Comp. Ltd. 7. Ashok Kumar, PrashashanikChintak, Lakshmi Narayan Agrawal, S. SurendraKatariya, PrashashanikChintan. 8. Narendra Thori, Prashashanik Vicharak. <p>E-Resources: https://catalogue.nla.gov.au/catalog/342708https://www.britannica.com/topic/public-administration </p>

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