

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	III
Exam Code and Name	M.A. PUBLIC ADMINISTRATION THIRD SEMESTER			Paper	I
Course Code	MPAT - 301			Course Type	T
Course Title	COMPARATIVE 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"> Equipping with the conceptual clarity of study of administrative system in other countries by following different approaches and models. Knowledge about constitutional set up and governing system at national, state and local levels in USA, UK, France and Japan. These four countries have distinctive history, system of governance and administration. Comparative analysis of these four countries in their governing, and administrative system, civil services and grievance redressal mechanism. 				

Contents of Course		
Unit	Contents	No. of Period
I	Comparative Public Administration- Evolution, Concept, Nature, Scope and Significance. Importance and Present Status Character features of Administration in Developed and Developing countries.	15
II	Approaches to the Study of Comparative public Administration; Institutional, Behavioral, System, Structural, Functional, Ecological, Problem of Comparative Research.	15
III	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.	15
IV	Various Legislative, Executive and Judicial Control mechanisms over Administration in Great Britain, USA and India, citizen and Administration Machinery for Redressal of Citizen's grievances in Great Britain, USA and India (Lokpal, Lokayulda, Parliamentary commissioner).	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"> Arora, R-K- & Comparative Public Administration Chaturdevi, TN- & Comparative Public Administration Chatterjee, S-K & Development Administration Sapru, R-K- & Development Administration Riggs, F-W- & The Ecology of Public Administration Sharma, S-K- & Development Administration in India Bhattacharya, Mahit & Bureaucracy & Development Administration चतुर्वेदी टीएन तुलनात्मक लोक प्रशासन कटारिया सुरेन्द्र तुलनात्मक लोक प्रशासन जोशी प्रीती – विकास प्रशासन 	Reference Books:

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)	<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	III
Exam Code and Name	M.A. PUBLIC ADMINISTRATION THIRD SEMESTER			Paper	II
Course Code	MPAT - 302			Course Type	T
Course Title	HUMAN RESOURCE DEVELOPMENT AND PERSONNEL ADMINISTRATION				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	At the end of this course, the students will be able to: <ul style="list-style-type: none"> • Ability to understand and carrying out Micro Level Scenario of Human Resource Planning and its execution. • Understanding of job description, analysis and its preparation requirements 				

Contents of Course		
Unit	Contents	No. of Period
I	Nature and concept of public personnel Administration and concept of Human resource Management. Rise of modern Civil Service and its role. Process of HRD	15
II	Rise of Merit system, Bureaucracy - Its Meaning, Nature and Importance. Theories of Bureaucracy- Max Weber, Kerl Marx. Methods and Techniques of Demand and Supply of HRD	15
III	Recruitment, Position Classification and Training of Personel with special reference to UK. U.S.A, and France.	15
IV	Measurement in Human Resources planning. Human Resources Information System, Human Resources Audit, Human Resources Accounting, productivity, Incentives, concept. Criteria and. Constocunts.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources	
Reference books	Reference Books: <ol style="list-style-type: none"> 1. Yoder, Dale - Personnel Management & Industrial Relations 2. Flippo, Edwin B. - Principles of Personnel management 3. Davar, Rustom S. - Personne Management & Industrial Relations 4. Report of national Commission on Labour, G.O.L. 1968 5. Ind Administrative Reforms Commission - Report of Government of India. 6. Bhatia, S.K. - Emerging Human Resource Management. 7. Monappa, Arun & Mirza, S.Saiyadain - Personnel Management. 	

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	III
Exam Code and Name	M.A. PUBLIC ADMINISTRATION THIRD SEMESTER			Paper	III
Course Code	MPAT - 303			Course Type	T
Course Title	RESEARCH METHODOLOGY IN PUBLIC ADMINISTRATION				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	At the end of this course, the students will be able to: <ul style="list-style-type: none"> Comprehend the research process in an appropriate manner and inculcation of the use of research tools to undertake research study. Ability to understand the issues and challenges of research in Public Administration. 				

Contents of Course		
Unit	Contents	No. of Period
I	Research Design; General Goals, Objectives, Concepts, Hypothesis Definitions, ideal of sampling Quota sampling, Use of Random number. Social Research - Meaning and Nature, Objectives.	15
II	Use of computer in social Research.	15
III	Other Methods of Data Collection: Conservation; Case Study, Projective and Indirect Scaling Techniques. Sampling. Meaning and Types, Interview Schedule.	15
IV	Measurement of Central Tendency, Mean; Median; Mode; Report Writing. Questionnaire and codification & Tabulation.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources
Reference books	Reference Books: <ol style="list-style-type: none"> Stanislav, Andreski - Social Sciences as Sorcery Goode, W.J. and Hatt P.K. Methods of Social Research Journal of Social and Economic Studies, Vol. 2, Nos. 2-3 (April- September 1985) Special Issues on Data Methods and Social Research Madge, John - The Tools of Social Science Moser, G.A. and Kalton G. - Survey Methods in Social Investigation Myrdal, Gunnar Objectivity in Social Research Shah, V.P. Research Design Young, P.V. - Scientific Social Surveys and Research Gupta, S.P. Examples in Statistics

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	III
Exam Code and Name	M.A. PUBLIC ADMINISTRATION THIRD SEMESTER			Paper	IV
Course Code	MPAT - 304			Course Type	T
Course Title	ADMINISTRATION LAW				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	At the end of this course, the students will be able to: <ul style="list-style-type: none"> • Developing an understanding on natural justice, Constitutional law, rule of law, and administrative law and distinguish in them. • Delineating in detailed the concept of administrative adjudication, delegated legislation and administrative tribunals 				

Contents of Course		
Unit	Contents	No. of Period
I	Definition nature and scope as Administration Law, Rule of Law. Difference between constitutional Law and Administrative Law.	15
II	Administrative Tribunals, its function, nature and scope, study of some selected administrative tribunals. Legislative and Judicial control over Administrative Tribunals.	15
III	Nature Justice, Legal Remedies, Liabilities of State. Judicial system in India - supreme court, High court, subordinate courts and their Jurisdiction.	15
IV	Judicial Activism, Public Interest Litigation (PIL), seming, Nature. Purpose, problems and Issues, Right to Information Act, Provisions and Practice.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources	
Reference books	Reference Books: <ol style="list-style-type: none"> 1. UPD Kesari, Administrative Law, Central Law Agency, Allahabad. 2. Kailash Rai, Administrative Law, Central Law Agency, Allahabad. 3. Basanti Lal Bavel, Administrative Law, Central Law Agency, Allahabad. 4. C.K. Thakkar, Administrative Law. 5. M.P. Jain and S.N. Jain, Principles of Administrative Law. 6. S.P. Sathe, Administrative Law in India. 7. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, Kitab Mahal Publication 8. M.C.J. Kagzi, Indian Administrative Law. 9. M. LakshmiKant, Lok Prashashan, UPSC (Prelim.), Tata McGraw-Hill Pub. Ltd. 10. S.C. Singhal, Lok Prashashan Ke Tatva, Lakshmi Narayan Agrawal. 11. Jain, Right to Information. 	

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	III
Exam Code and Name	M.A. PUBLIC ADMINISTRATION THIRD SEMESTER			Paper	V
Course Code	MPAT - 305			Course Type	T
Course Title	Elective-I COMMUNICATION SKILL				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	At the end of this course, the students will be able to: <ul style="list-style-type: none"> • Increases Self Awareness • Improves Skills • Learn How to Deal with Difficult Behavior. • Improve Relationships 				

Contents of Course		
Unit	Contents	No. of Period
I	INTRODUCTION: Definition, nature, objects, elements and importance of communication, principles and practices, models of communication, types of communication.	15
II	COMMUNICATION SKILLS AND SOFT SKILLS: Interviewing and group discussion, resume preparation, etiquette and manner self management, body and sign language, presentation skills, feedback & questioning technique: objectiveness in argument (Both one on one and in groups).	15
III	LISTENING SKILLS Importance of listening skills, good & bad listening communication channels, types of communication medium- audio, video, digital, barriers of communication.	15
IV	Public speaking and reporting effective public speaking and its principles, interpretation and techniques of report writing, letter writing, negotiation skills.	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources	
Reference books	Reference Books: Business Communication- Royan and Vdesikar, John D. Pettit, JR.RichardD.Irwin, INC Business communication-K.K. Sinha	

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	III
Exam Code and Name	M.A. PUBLIC ADMINISTRATION THIRD SEMESTER			Paper	V
Course Code	MPAT - 305			Course Type	T
Course Title	Elective-II Political Process and Election Campaigning in India				
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"> • On successful completion of the course, the students will demonstrate: Understanding of political process in India and its interaction with social cleavages of caste, class, gender, ethnicity and religion. • Familiarity with the ways in which the state in India responds to social groups and vulnerable sections. • Knowledge of political parties and the party system in India Awareness of the manner in which representation and electoral competition play out in Indian politics. 				

Contents of Course		
Unit	Contents	No. of Period
I	Political Parties and the Party System Political Parties: National and State Parties: Trends in the Party System: From the Congress System to ascendancy of Bhartiya Janata Party	15
II	Elections and Electoral Processes Electoral Process, Representation and social determinants of voting behaviour; Election Commission and Electoral Reforms	15
III	Religion and Politics Debates on Secularism and Communalism	15
IV	Caste and Politics Caste in Politics and the Politicization of Caste; Intersectionality of Caste, Class and Gender, reservation and affirmative action policies	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources	
Reference books	<p>Reference Books:</p> <ul style="list-style-type: none"> • G. Ram Raddy - Panchayati Raj in India • S.R. Maheshwari-Local Government in India (HindiEnglish) • S.R. Nigam - Local self Government <p>R.B. Jain Panchayati Raj A. Argal-Municipal Government in India</p>	

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)	<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	III
Exam Code and Name	M.A. PUBLIC ADMINISTRATION THIRD SEMESTER			Paper	V
Course Code	MPAT - 305			Course Type	T
Course Title	Elective-III COMPUTER APPLICATION				
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"> • Ability to have a basic understanding of computers Ability to understand the Software concepts and their applications • Ability to practice and develop software for interpretation and analysis of data C • & Ability to use the techniques, skills, and modern Software tools necessary for software Development Ability to function as consultant for the development of sustainable software solutions. 				

Contents of Course		
Unit	Contents	No. of Period
I	<p>INTRODUCTION TO COMPUTER ORGANIZATION-1</p> <p>Capability and Limitations. Generation of computer. Types of PC's Desktop, Laptop, Notebook, Workstation and their Characteristics. INTRODUCTION TO COMPUTER ORGANIZATION-II</p> <p>Basic components of a computer system control Unit, ALU. Input/Output Function and Characteristics, memory RAM, ROM, EPROM, PROM.</p>	15
II	<p>INPUT & OUTPUT DEVICES</p> <p>Input Devices: Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Digital Camera, OCR Bar-Code Reader, Voice Recognition, Light pen, Touch Screen, I Output Devices: Monitors Characteristics and types of monitor, Video Standard VGA, SVGA, XGA, LCD Screen etc Printer, Plotter. STORAGE DEVICES: Storage fundamental primary Vs Secondary. Various Storage Devices magnetic Tape. Cartridge Tape, Data Drives, Hard Drives, Floppy Disks, CD, VCD, CD-R CD-RW, Zip Drive, DVD, DVD-RW</p>	15
III	<p>INTRODUCTION TO OPERATING SYSTEM: Introduction to Operating Systems, Its functioning and types, basic. commands of dos & Windows operating System Disk Operating System. (DOS) Introduction, History and Versions of DOS DOS Basics Physical Structure of disk, Drive name. FAT, File & directory structure and naming rules.</p>	15
IV	<p>WORD PROCESSING Introduction to word processing MS Word: Features, Creating, Saving and Operating Multi document Windows, Editing Text selecting. Inserting, deleting moving text. Previewing documents, Printing document to file page. Reduce the number of pages by one. Formatting Documents: paragraph formats, aligning Text and paragraph, Borders and shading, Headers and Footers, Multiple Columns INTRODUCTION TO EXCEL: Worksheet basic. Creating worksheet, entering data into worksheet, heading information, data alphanumeric, values, saving & quitting worksheet. Opening and moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Working with single and multiple workbook coping, renaming, moving, adding and deleting, coping entries and moving between workbooks</p>	15
Total no. of Lectures		60

Text books	1. Text Books, Reference Books, E-Resources	
Reference books	Reference Books: <ul style="list-style-type: none"> • G. Ram Raddy - Panchayati Raj in India • S.R. Maheshwari-Local Government in India (HindiEnglish) • S.R. Nigam - Local self Government R.B. Jain Panchayati Raj A. Argal-Municipal Government in India	

Assessment and Evaluation		
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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;	