

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

ORDINANCE No. 35

MASTER OF ARTS IN PUBLIC ADMINISTRATION

Objective : This programme is in continuation of the three year Bachelor's degree programme to cater to the need of those who wish to enhance and upgrade their knowledge and qualifications. A candidate who had done their graduation in any stream from any recognised university with 45% marks. shall be eligible for admission.

Programme Structure : The duration of the M.A. in Public Administration will be two years consisting of 8 courses. There will be 4 courses in each year. Each course will be of 24 credits. Depending on students interest, feasibility of resources and current relevance of different areas.

Programme Delivery : The course design, course contents, counselling, programme structure etc. would be decided by the Academic Council of the University on recommendations of the Board of Studies concerned from time to time and shall be in accordance with the Distance Education Council norms.

The delivery of the courses will consist of course support material, assignments, contact classes, library consultation etc. A minimum of 60% of attendance in contact classes, submission of at least one assignment per course will be necessary conditions for the eligibility of a candidate to appear in Term End Examination.

Evaluation System : System of evaluation in each course will consists of two components : (i) continuous internal assessment with 30% weightage and (ii) Term-end Examination with 70% weightage. For continuous study and internal assessment, there will be two Tutor Marked Assignments (TMA) for each course. The average score in these assignments will be taken into account for the purpose of preparation of results.

A minimum of 36% of aggregate marks in TMA and Term-end Examination will be necessary for a candidate to be successful in a course. Only those candidates who are successful in all the four courses of the first year shall be eligible for admission to the second year. Candidates who successfully complete the remaining 4 courses in the second year also will qualify for the award of M.A. in Public Administration degree. Students who are not successful in the first or second year shall have to cover all the components of the first or second year a fresh both in TMA and Term-end Examination.

Candidates securing overall 60% or more marks will be placed in first division, those securing overall 45% or more but less than 60% marks will be placed in second division and those securing 36% or more but less than 45% in the third division.

POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION

M.A. (Annual System)

Provides from groups of specialisation, in M.A. Part-I the five papers will be common to each group. In Part-II 'Development Administration' shall be compulsory for each specialisation group. In each group one main paper shall be compulsory and candidates can have choice of opting for any three other papers in that group, thus making total five papers for Part-II as well.

Papers for M.A. Part-I

Paper - I	:	Administrative Theory/(or)Theory of Administration
Paper - II	:	Administrative Thought
Paper - III	:	Financial and Personnel Administration
Paper - IV	:	Indian Administrative and Political Systems
Paper - V	:	Indian Social and Economic Systems

Each paper is divided into five sections, with two questions from each section giving candidates choice of attempting one Question from each section.

Paper-I : Administrative Theory

Section - 1

- Public Administration - Its nature and scope
- Role of PA in Developing and Developed countries
- Comparative and Development Administration
- New Public Administration - concept and features
- Political, Social and economic influences

Section - 2

- Various Theories of organisation - classical, bureaucratic systems, Human Relations, Public Choice and Principle - Agent.

Section - 3

- Concepts of Organisation
- Organisational Developments.

Section - 4

- Types, functions, roles and process of management.
- Role of Chief Executive in Planning, Control, decision-making.
- Administrative qualities of leadership, communication, co-ordination, supervision, morale and motivation.

Section - 5

- Public Policy - Features and Types
- Administrative Accountability for legislative, Executive and Judicial Wings.
- Administration and Citizens
- Administrative Reform
- Citizens charter
- Civil servants and political executive

Paper - II : Administrative Thought

The paper shall cover following things and writers :

Section - 1 F.W. Taylor, Woodrow Wilson, Urwick, Fayol and Luther Gulick

Section - 2 Max Weber, Chester Bennard, Mayo and M.P. Follet.

Section - 3 Donglas Mcgreyor, F. Herzberg, Chris Argyris, Abrham Maslow and Likert.

Section - 4 Peter Drucker, Fred Riggs, Herbert Simon and Tom Peters.

Section - 5 Mahatma Gandhi, Karl Maarx, Kautiliya, Jawaharlal Nehru and Anantya Sen.

Paper - III Financial and Personnel Administration

Section - 1 Significance, meaning and main features of Financial and Administration.

Financial and Personnel Administration in USA, UK and India.

Section - 2 Budgeting and Budgeting System

Principles of budgeting

Budgeting as an instrument of financial administration.

Preparation, authorisation and execution of budget.

Kinds of budgeting - Tradition Budgeting, Zero base budgeting and performance budgeting.

Union Ministry of Finance, State Finance Departments.

Section - 3 Centre - State Finance Relations

Union Finance Commissions

Committees of Parliament - viz. Public Accounts Committee, Estimates Committee, Committees on PSUS, Standing Committee on Finance, Department of Expenditure.

CAG and its role.

Section - 4 Personnel Administration - classification, selection, promotion and training of personnel.

Structure and role of Public services

Staffing pattern

HRD and Manpower planning including recruitment, selection and placement.

Section - 5 Promotion, Career Development

Appraisal and Training

Safeguards against victimisation and punishment

Pay policy, benefits and allowances

Code of conduct and administrative ethics

Consultation and Negotiation machinery.

Paper - IV : Indian Administrative & Political Systems

Section - 1 Core Areas in Indian Administrative System

Special features of Indian Administration

Relationship between political and Govt. Executive

Ethics and Neutrality in Public life

People's participation - Citizens and Administration

Redressal of Public Grievance, Lok pal, Lokayuktas and citizens charter.

Section - 2 Central Administrative machinery - Secretariat, Cabinet Secretariat, Ministries, Departments and field organisation.

Centre-state relationship - Legislature & Administration

Statutory bodies - UPSC, Finance Commission, Election Commission, CVC

Special Agencies - Advocate General, Revenue Board Planning Commission and Finance Commission

Section - 3 Indian Constitution - Its characteristics and federal nature.

Political Executive Offices of Union and State Government

Parliament and State Assemblies.

Section - 4 Concept and nature of Indian political and Administrative system

Different forms of political systems.

Section - 5 Judiciary - Supreme Court, High Courts & Judicial Reviews.

Electoral Systems

Local Government Systems with latest development in structure, working problem and functioning.

Paper - V : Indian Social and Economic Systems

Section - 1 Definition and characteristics of social structure

Class, caste and regional factors

Social institutions - religions, economic, culture.

Social factors - norms and values.

Section - 2 Changes in social system - sources and resistance to change.

Urban, rural, tribal social systems and institutions.

Factors behind social tensions - Regionalism, communalism, caste, economic etc.

Section - 3 Economic and Public Administration }
Sociology and Public Administration } Various concepts

Section - 4 Economic System - Classification and comparison.

Concepts of free market economy, mixed economy and centrally planned economy - features and comparative analysis.

Features of Indian economy

Growth and structure of Indian economy.

Section 5 India's economic policy - Past and present.

Factors influencing Indian economic policy - Agriculture, Production, international trade.

Economic Reforms - New shift in policies.

M.A. Part - II

There will be a compulsory paper for all and candidates will have a choice of opting from the following four streams.

Paper - I : **Development Administration (compulsory)**

Stream 1 : Applied Development Administration

Stream 2 : Financial and Economic Administration

Stream 3 : Social Welfare and Labour Welfare.

Stream 4 : Management Administration.

Each stream will have one compulsory and three optional papers. Out of these three papers one paper on 'Research Methods' will be common in all streams.

Like M.A. Part I, each paper will be of ten questions with choice of attempting five questions (two questions from each section, with choice of attempting one question from each section).

Paper - I : **Development Administration**

Section 1 Concept and significance of development

Sustainable development

Approaches and dimensions of development - social, economic, politics.

Cooperative Development - nature, scope and approaches.

Section 2 Development programmes and project managements

Development administration and administrative capacities.

Policy formulation and implementation

Development planning at centre, state and local levels.

Section 3 Industrial policies - features and formulation

Public enterprises - objectives and nature

Private enterprises - Rule and regulation

Enterprises and sub-economic development

Section 4 Development administration and bureaucracy

Policy and development in sectors like population environment, women and child welfare and development.

Section 5 UN model of Development

Contributions to Development - People's participation, voluntary and NGOs.

Developing and developed countries - salient features of development administration.

Stream 1 : Applied Development Administration

Paper - II (Compulsory to the stream) - Local Governance and Grassroots Empowerment

Section 1 Grassroots empowerment - concept and approach

Empowerment approaches - genesis and nature - political, administrative and social.

73rd and 74th constitutional Amendments as recent strategies

Importance and role of State Election Commission.

Section 2 Structure, composition, role and functions of : Gram Sabha, Gram Panchayat, Panchayat Samitis and Zila Parishads in Rural Governance.

Section 3 Relation between State and local administration

Rural development and bureaucracy

Personal Administration in Panchayat Raj Institution

Sources of finance for PRIS.

Section 4 Structure, composition, role and functions of urban Governance - Municipal Corporation, Municipal Councils and Nagar Panchayats.

Section 5 Urban Local Government - role of bureaucracy, sources of finance and personnel administration.

Dedicated agencies for urban development

Paper - III Education and Public Health Administration

Section 1 Formal and non-formal education - Nature and roles.

Education for all

Women's education

Job-oriented education

Open School system

Health administration and concept of health for all

Public health care through primary Health Care, family welfare.

Parameters of health care - life expectancy, child mortality rate, birth rate, death rate.

Section 2 Educational Administration - nature and scope

Pre and post Independence education development

Planned educational development

Organisation and administration of education at university level.

Problems of educational administration.

Section 3 Structure and role of education administration and development at centre and state levels.

Organisational and development role of UGC, NCERT, National Staff College for Educational Planners and Administrators.

Management and organisation of education at various levels.

Section 4 Challenges of health administration

Public Health Administration - Nature, Scope and Role.

Organisation of health administration at Ministry level and role of regulatory medical councils and bodies.

Health care programme and policies.

Section 5 Organisation, Functions and role of health administration at state levels

Rural health care

Consumer protection and prevention of food adulteration act

Hospital Management

International Health Organisations.

Paper - IV : Public Policy

Section 1 Significance, nature and scope of public policy.

Relation between politics and policy

Theory of Public policy and policy science by Easton, Y. Dorr and H. Labwell etc.

Meaning and approaches of policy science.

Section 2 Determinant factors to public policy making like - public opinion, pressure groups, political and social compulsion and international agencies.

Public policy making - role of legislative, political executive, bureaucracy and judiciary.

Structure, formulation and process of public policy making.

Inter-governmental factors in policy making.

Section 3 Implementation of public policy - role of legislature, political executive, bureaucracy and judiciary

Relationship between implementing agencies

Role of voluntary organisations, pressure groups

Problems of policy implementation

Section 4 Policy Evaluation - criteria and forms of policy evaluation

Scope, purpose and methods of evaluation.

Nature of policy evaluation - cost benefit, efficiency, effectiveness, equity, public interest, justice and responsiveness.

Forms of evaluation - committees, specialised personnel and agencies, Audit, enquiry, commissions etc.

Section 5 Public Policy Analysis - definitions and approaches.

Models of analysis - Elite preference, group equilibrium, institutional activity, rational model and system model.

Paper - V : Administrative Law

Section 1 Definition, evolution and scope of Administrative Law

Constitutional Law and Administrative Law, Droit Administratif, concept of Rule of Law

Doctrine of separation of powers, principles of natural justice

Fundamental rights, directive principles of state policy and their judicial interpretation.

Section 2 Administrative actions and their nature - quasi legislature, quasi judicial and administrative actions, unistenal actions.

Administrative discretion

Delegated legislation - need, scope, constitutionality and control mechanism

Administrative Tribunals

Section 3 Judicial review of Administrative action - Modes and principles.

Liability of administration and statutory corporations, contracts and tests.

Immunities and privileges of administration in suits

Immunity from the statute operation and estoppel status of employees.

- Section 4** Ombudsman - genesis and working
Lokayuktas, Central Vigilance Commission
Constitutional provisions for public service and public service commission
Doctrine of pleasure and constitutional safeguards to civil servants.
- Section 5** Fundamentals of conduct rule and departmental inquiries.
Drafting and service of charge-sheet to employers, suspension during enquiry.
Appointment of enquiry officer and enquiry proceedings.
Penalties - Major and minor, role of punishing authority
Judicial review in disciplinary matters.
- Paper VI Aspects of Public Administration**
- Section 1** Law and order Administration
Social disorder and crime
Powers, role and functions of police
Police system at centre, state and district level
Recruitment and Training of Police personnel
Citizen police relationship.
- Section 2** Urbanisation, Urban development and problems.
Concepts, policies and administration of urban development, Role of specialised agencies.
Urban government and administration
Urban slums and environmental issues.
- Section 3** Concept, policies and programmes for Rural Development and agencies for rural development.

Rural administration and government - as tools of decentralisation and development.

Cooperatives and rural development.

Section 4 Concept, policies and programmes for Agricultural Development, agencies for agricultural development.

Agriculture as a tool for development.

Major agriculture development programmes and policies.

Agricultural administration at the centre and state levels.

Section 5 Management of PSOs

Concept, objectives, role and performance of public enterprise in India.

Accountability and autonomy in management of public enterprises.

Privatisation and disinvestment - meaning, mode and implication.

Sick units privatisation and disinvestment.

Papar - VII Research Methods (Common to all streams)

Section 1 Different schools of epistemology - empiricism, positivism and action research.

Scientific methods of research.

Concept, definition and classification of research and research methodology.

Definition, functions and nature of models and their relationship to empirical research.

Section 2 Definitions and features of hypothesis

Definitions, scope and nature of research design

Case study and survey research method/

Section 3 Data collection - methodology, observations, interviews, questionnaires and documentation.

Data processing, tabulation and editing

Report writing.

Section 4 Statistical approach - frequency distribution and tabulation.

Measures to central tendency - Means, median, mode and dispersion study.

Graphic representation - through figures, graphs, charts etc.

Section 5 Distribution and elements of probability

Sampling of data

Linear and Rank correlation

Tests and significance, chi-square test.

Stream - 2 Financial and Economic Development

Paper II (Compulsory) Economic Administration and Public Sector Administration.

Paper III Cooperative and Company Law

Paper IV Financial Management and Principles of Accounting

Paper V Marketing and Materials Management

Paper VI Personnel Administration and Industrial Relation

Paper VII Research Methods (Common to all streams)

Stream 3 Social Welfare and Labour Welfare

Paper II Social Welfare Administration (compulsory)

Paper III Labour Laws

Paper IV Labour Economics

Paper V Personnel Administration and Industrial Relation (common to stream - 2)

Paper VI Industrial Psychology

- Paper VII** Research Methods.
- Stream 4** **Administrative Management**
Paper II (Compulsory) Office Management and Administration
- Paper III** Applications of computers and Information Technology in Administration
- Paper IV** Project Management and Techniques of Administrative Improvement
- Paper V** Administrative Law (common to stream 1)
- Paper VI** Personnel Administration and Industrial Relation
(common to stream 2 & 3)
- Paper VII** Research Methods (common to all streams)

(Syllabus for papers in stream 2, 3 & 4 will follow)

