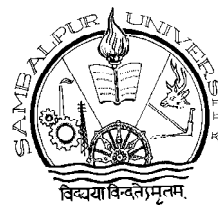


COURSES OF STUDIES

PRIVATE EXAMINATION



Sambalpur University

MA PART - II

2012

Public Administration

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PRIVATE EXAMINATION CELL

SAMBALPUR UNIVERSITY

Jyoti Vihar, Sambalpur

(Odisha)

PAPER - VI

INDIAN ADMINISTRATION

(1) Evolution of Indian Administration - Kautilya, Mughal and British periods (2) Structure of Central Administration - Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O. (3) Structure of State Administration - Secretariat, Role of Chief secretary, Organisation of Ministries, Departments and Directorates (4) Personnel Administration - Classification of Central and State services, Recruitment Agencies ; UPSC and State Public Service Commissions, Training Promotion, Discipline and Moral of civil servants (5) Machinery for planning, Formulation of plans, planning Commission and National Development Council, Plan Implementation (6) Centre-State Administrative and Financial Relations, The role of Finance Commissions (7) District Administration: Organisation of District Administration, Role of Collector in Development (8) Local Government: Rural and Urban, Panchayati Raj Institutions and their Role in Development.

Books Recommended :

(1) A. Avasthi : Central Administration (2) L.N. Sharma: The Indian Prime Minister (3) H.M. Jain: Union Executive (4) S.R. Maheswari : Indian Administration (5) M.A. Mudaljee : Union Public Service Commission (6) D.R. Gadgil : Economic Policy and Development (7) Rajni Kothari : Politics

PUBLIC ADMINISTRATION

Paper-V	: Administrative Thought or Political Sociology	100 marks
Paper-VI	: Indian Administration	100 marks
Paper-VII	: Development Administration or Indian Govt. & Policies	100 marks
Paper-VIII	: Special Paper (Any one of the following)	100 marks
	A Politics and Administration in Orissa	
	B Political Economy of India	
	C State Administration in India	
	D Comparative Local Government: Rural and Urban.	

DETAILED SYLLABUS

PAPER-V

(Administrative Thought)

(1) The Earliest Proponents : Kautilya and Woodrow Wilson (2) The classical School : F.W. Taylor (Scientific Management), H. Fayol, L. Gullick and L.F. Urwick (Classical Theory), Max Weber (Theory of Bureaucracy, Marxian Interpretation of Bureaucracy (3) The Human Relations School : Mary Parker Follet and Elton Mayo (Human Relations Theory), Douglas McGregor (Theories X and Y), Chris Argyris (Human Personality Development Model and Rensis Likert (Theory of Management) (4) The Behaviouralists : Chester I. Barnard (Social System Theory of Formal Organisation and Decision Making and Herbert

Simon (Decision-making Theory) (5) Content Theories of work : Motivation - Abraham Maslow and Fredrick Herzberg (6) Recent Trends structural functionalism : Fred W. Riggs (Prismatic and Sala Models) Harold Laswell, David Easton and Yehez Kel Dror (Public Policy Perspective).

Reading List :

(1) D. Rabindran Prasad, V.S. Prasad and Satyanarayana (eds) : Administrative Thinkers (New Delhi, 1989) (2) Ali Shamsunnisa : Eminent Administrative Thinkers Chester, I. Barnard : The Function of the Executive (Massachusetts, 1954). (4) Herbert A. Simon : Administrative Behaviour (New York, 1957) (5) Fredrick W. Tayler : The Principles of Scientific Management (New York, 1957) (6) Chris Argyris : Reasoning, Learning and Action (Sansfransisco, 1982) (7) Yehezkal Dror : Ventures of policy Sciences (New York, 1971) (8) : Public Policy making Re-Examined (Sansfransisco, 1968) (9) Fred W. Riggds : The Ecology of Public Administration (New Delhi, 1961) Indian Edition (10) _____ (ed) : Frontiers of Development Administration (Durham, North Carolina, 1970) (11) Dwight Waldo (ed) : Ideas and Issues in Public Administration (New York, 1953) (12) Harold Laswell and Daniel Lerner (eds) : Policy Sciences (Stanford, 1951) (13) Peter Seef : Administrative Theories and politics (New Delhi, 1984) (14) Frank Marini (ed) : Towards A New Public Administration (Scranton, California, 1971).

POLITICAL SOCIOLOGY

(1) Nature and Scope of Political Sociology (2) Influence, power and Authority (3) Elilism (4) Political Culture (5) Political Socialization. (6) Political Participation (7) Political Communication (8) Political Movement (9) Political Modernisation

Books Recommended :

(1) Politics and Social Sciences : (ed) S.M. Lipser (2) Political Sociology : Robert E. Dowsc and John A. Hughes (3) Introduction to Political Sociology : Anthony M. Orum (4) An introduction to Political Sociology : Michael Rush & Philip Althofl (5) Modern Political Analysis : Robert Dahl (6) Political Elite : Geraint Parry (7) Civic Culture : Almond and Verba (8) Political Culture : D. Kavanagh (9) Political . Culture and Political Development : Lacion W. Pye and Sidney Verba (10) Political Socialisation: Dawson & Prewitt (11) Political Socialisationz Kenneth P.Lanotcn (12) Political Participation: IV lilbrath (13) Aspects of Political Development: L.W. Pye (14) Politics of Modernisation :David Apter (15) Political Order in Changing Societies: S.P. Huntington (16) Theory and Practice of Communism : R.N. Carawhunt (17) Max Weber- Selections from his'wcrk : S.M. Miller (18) Structure of Social Action : Talcott Parsons (19) Political Sociology : A.K. Mukhopadhyaya.

in South Africa (10) B.C. Mishra : The Indian Political Parties- (11) K.V. Rao : Parliamentary Democracy in India (12) H.M. Jain : The Union Executive (13) L.M. Sharma : The indian Prime Minister (14) Hardgrave : Government and Politics & Developing Nations (15) R.N. Mishra : Regionalism and State Politics in India (16) Journal of State Politics and Administration.

PAPER-VIII

(Special Papers)

A - POLITICS AND ADMINISTRATION IN ODISHA

(1) Growth and Development of Odia Nationalism and creation of the new state of Odisha (2) Political processes in Odisha since 1950, formation of Governments, Defection Walition and Political stability (3) Political Parties - National and Regional, Their role in Nation Building (4) Functioning of Cabinet Government, The Governor, Chief Minister, Council of Ministers (5) The Odisha Legislature Assembly, its operation, role and functioning in the cabinet Government (6) Politics of Regional imbalance - Its Historical, Economic and Political Dimensions (7) Odisha's Political Culture (8) President's Rule in Odisha - Background & consequences - Steps of Presidential rule in Odisha since 1961.

Books Recommended :

(1) Political and Social change : Odisha in 1959 : F.G. Bailey (2) Bureaucrats under stress : Taub (3) Politics of Defections : S.C. Kashyap (4) State

in India (8) A.Pi Padhi & Others : Indian Parliamentary democracy (9) R.N. Mishra : Regionalism and State Politics in India (10) Rajni Kothari : State and Nation Building in India - Third World Perspective.

PAPER-VI

DEVELOPMENT ADMINISTRATION

(1) Development Administration : Meaning, Nature & Scope, Concept of Development Administration, Development Administration and Traditional Administration, Characteristics of Administration in Developed and Developing countries (2) Approaches to the Study of Development Administrative Western - liberal, Gandhism, Marxist and New Marxist Theories (3) Comparative Framework for the study of Development Administration : Post-Colonial Legacies, Features of Administratives Systems in Developing Countries Fred Riggs Models (4) Public Versus Private sectors and their Administration (5) Planning projects and plan formulation, plan Implementation and Evaluation (6) Bureaucracy Development Administration - Role of Bureaucracy in plan Formulation and its implementation (7) Development Administration - Interaction among Bureaucracy, politician, Technocrats, Social Scientists, Educationalist and Journalists (8) Development Administration - Interaction between Bureaucracy and citizen, People's participation in Development.

Reading List :

(1) Ralph Braibanti (ed) : Political and Administrative development (Durham, 1969) (2) John D. Montgomery, William J. Sittin, (eds) : Approach to Development - Politics, Administration and change (New York, 1966) (3) Fred W. Riggs (ed) : Frontiers of Development Administration (Durham, 1970) (4) Joseph La Palombara : Theory and Practice in Development Administration - Observation on the Role of Civilian Bureaucracy (American Society of Public Administration, 1967) (5) George Grant : Development Administration - Concepts, Goals and Methods (Madison, 1979) (6) I.Swerdlow : Development Administration (7) S.K. Sharma : Development Administration-International Perspective (8) V.A.Pai Pananlikar : Beraucracy and Development Administration (New Delhi, 1978) (9) : Development Administration in India (Madars, 1974) (10) Van Nieu Wenhuize : Public Administration, Comparative Public Administration, Development Administration, Concepts and Theory in their struggle for Relevance (Hague, 1973) (11) C.P. Bhambhari : Administration in a Changing Society (Delhi, 1978) (12) R.K. Arora : Pe0ple's Participation in Development process (Jaipur, 1979) (13) R.B. Jain and P.N. Chaudhury (ed) : Bueaucracy values in Development (New Delhi, 1982) (14) Marcus Franda : Voluntary Association and Local Development in india (New Delhi, 1982), (15) N.R.

Imadar : Development Administration in India (Jaipur, 1992) (16) S.K. Sharma : Development Administration in India (Jaipur, 1992) (17) Mohit Bhattacharya : Bureaucracy and Development Administration (New Delhi, 1978) (18) R.K.Sapru: Development Administration (New Delhi, 1986).

INDIAN GOVERNMENT AND POLITICS

(1) Indian Constitution in the making. The Nature of the Indian Political System (2) Rights and Duties of the Citizen and Directive Principles of State Policy (3) The Union Executive (a) The President (b) The Prime Minister (c) The Council of Ministers (4) The Parliament (5) The Supreme Court in India (6) Centre-State Relations, New Federalism (7) Political parties, Pressure Groups, Elections and voting behaviour (8) Regionalism in Indian Politics : Politics of Regionalism, Linguism and Communism, National Integration (9) Constitutional Amendments (10) Political Development in India since Independence.

Books Recommended :

(1) M.V. Pylee : The Constitutional Government in India (2) N.D. Plamer : The Indian Political System (3) Morris Jones : The Government & politics of India (4) Austin : The Indian Constitution - The cornerstone of a Nation (5) R. Kothari : Politics in India (6) R. Kothari : Caste in Indian Politics (7) M. Weiner : Party Building in a New Nation (8) Weier : Party politics in India (9) N.D. Palmer : Election and Politics Development

(New Delhi<1980) (13) S.A. Shah : Structural obstacles to Economic Development - A Political economy of India (14) M.L. Dantawala : Poverty in India, Then and Now (15) V.M. Dandekar and N. Rath : Poverty in India (16) F.R. Frankel : India's Green Revolution - Economic Gains and Political Costs (17) D.T. Lakdawal : Union-State Financial Relations (18) A.N. Agarwal and S.P. Singh eds.: The Economics of Underdevelopment (19) R.S. Rungta : The Rise of Business Corporation of India (20) M.Kildron : Foreign investment in India (21) Frenchie R. Frankel : India's Political Economy, 1947-1977, Gradual Revolution (Bombay, 1980).

C. STATE ADMINISTRATION IN INDIA

(1) History of the Evolution of State Administration in India prior to the Republic (2) The State machinery, Structural Evolution Recognition of States. The Linguistic Principle, Centre-State Relationship, Administrative Dimension (3) Organization of State Government : General Administration Department. Home Department and Organization of the state Secretariat and the directorates, Office of the Chief Secretary, Office of the Chief Minister, Office of the Governor, role-Expectation and Role Realization, Relationship with political Executive (4) District Administration - Changing Role of the Collector, District Rural Development Agency, Development Administration and politics of the District and Block levels, Nature and Dynamics of

Politics in India : Iqbal Narain (ed) (5) Politics in Indian : Rajni Kothari (6) Orissa State of Our Union: S.C. Dash (7) Coalitional Politics in Odisha : Sukadev Nanda (8) Reminiscences of Civil Servant: P.K. Das (9) Constitution of Indian Republic: M.V. Pylee (10) Role of S.P. in Odisha Politics: Unpublished Ph.D Thesis of Debadutta Mohanty in the Sambalpur University (11) State Govt. and Politics : Andhra Pradesh : G.N. Reddy & V.P. Sharma (12) Reports of the Commission of Enquiry (a) Khanna Commission (b) Mudholkar Committee (c) Sarojoo Prasad Commission (d) Mitter Commission (e) I.C. Mishra Committee (13) Geography of Odisha : B. Sinha (14) Constitution of India - comparative study: S.C. Dash (15) Parliamentary Govt. in India: K.V.Rao (16) History of Odisha, Vol.I & II : H.K. Mahatab (17) Twilight or Dawn : Iqbal Narin (18) Resurrected Odisha : Lal Mohan Patnaik (19) Justiciability of Proclamation of Act 356 : B.M. Patnaik (20) Atma Katha : Pandit Nilakantha Das in Odia (21) Dasha Varsara Odisha : Dr. H.K. Mahatab (22) Svargare Emergency : Dr. H.K. Mahatab (23) Sadhanra Pathe : Dr. H.K. Mahatab (24) Muktipathe Salnika : P.M. Pradhan (25) Ardha Satabidira Odisha O Tabinre Mora Sthana: Godabarish Mishra (26) Gaen Majlish, Vol I&II : H.K.Mahatab, July 1952, July 1969 (27) Special Number of Samaj : July 1952, July 1969, July 1972 (28) Affidavits of Government of Odisha in Matters of (a) Khanna Commission (b) Sarjee Prasad Commission (c) Mitter Commission (29) Political History of Odisha:

P.K. Mishra (Relevant Chapters) (30) Regionalism and State Politics in India : Ram Narayan Mishra (31) West Odisha : A study in Ethos : M.S. Pati (ed) (32) Comprehensive History of Orissa : J.K. Samal (ed) (33) Indian State Politics : A Case Study of Odisha : A.P. Padhi (ed) (34) Caste, Tribe and Nation: F.G. Bailey (35) Odia Nationalism: Nivedita Mohanty.

B. POLITICAL ECONOMY OF INDIA

(1) An overview of India : its Political and Economic Heritage, the Country's Basic Economic Problem and Resource Endowment (2) The Concepts of Development and Under Development: Problems of Capital Formation, Choice of Technology and Pattern of investment, the Politics of Poverty in India (3) The Economic of Electoral politics in India (4) Politico-Economic study of the Industrial Sector: Public versus private sector, Role of monopolies and Foreign Companies, Politics of Nationalisation, Politics of Trade Unions (5) Politics of the Agrarian Sector : Classes and politics in the Rural Sector, Politics of land Reforms and Rural Development Programmes in India, Politics of Peasant Movements in India (6) Planning in India, the Five Year plans, Their objectives, Financing and performance, Indian Democracy and Socio Economic progress in India (7) Political Economy of Federal Financing in India: Union-State Financial Relations, Role of Planning and Finance Commission, Politics of Federal Budgeting Inter-regional equity versus Economic Growth

(8) Political and Economic aspects of Foreign Trade, Aid and investment in india: Problems and possibilities of Economic integration in Asia (9) The Present Economic crisis in India: Its origin, Nature and the Need for improvement, The Global process of Liberalisation and Privatisation and its impact on Indian Political and Economic process. The main challenges to the Liberalization and privatization process in India.

Reading List :

(1) Gunnar Myrdal: The Challenge of World Poverty (London, 1970) (2) S.C.Kuchhal: The industrial Economy of India (Allahabad, 1980) (3) _____: The Asian Drama (4) .1.5. Bara: The Political Economy of Rural Development (New Delhi, concept, 1981) (5) P. Bardhan: Political Economy of India's Development (Delhi, 1985), Oxford University Press (6) D.N. Dhanagare: Peasant Movements in India (Oxford , 1983) (7) Llyod I. Rudolph & Susana H. Rudolph : The pursuit of Lakshmi. The political Economy of the Indian State (Hyderabad, 1987), Orient Longman (8) F. Cherunilam: Economic Reforms in India and abroad (Bombay, 1992) (9) J. Prakash (ed): Privatization of Public Enterprises in India (Bombay, 1992) Himalaya (10) J. Bhagavati and P. Desai : India - Planning for industrialization (London, 1970) Oxford University Press (11) Paul Star : The Limits to Privatization - The Economic Policy Institute (Washington, D.C. 1987) (12) G. Ram Reddy and B.A.V. Sharma: The Political Economy of india

Grass Root popular participation. Social Welfare Programme for, the Backward and Weaker Sections
(5) State planning and National Integration : District Planning Exercise, Programme Implementation, Planning Human Resources, State Public Service Commission, Leadership Development Programme
(6) Urban Management: Problems of Growing cities, Municipal Councils and Directorate of Municipal Administration, Changing Land use pattern, Metropolitan Region and its Administration : Special Area Town Planning Authority.

Reading List :

(1) Richard P. Taub : The Bureaucrats under stress - Administrators and Administration in Indian States (Berkeley, 1969), (2) C.N. Bhale Rao : Public Service Commissions (3) Shanti Kothari and Ramshray Roy : Relations between politicians and Administrators at District level (4) S.S. Khera : District Administration in India (New Delhi, 1964) (5) Zia-Uddin Khan Ed. : State Administration in India (6) A.P. Padhi ed. : State Administration in India (7) S.R. Maheswari : Indian Administration (New Delhi, 1989) (8) J.D. Shukla : State Administration in India (New Delhi, 1976) (9) B. Meheta : Dynamics of State Administration (Allahabad, 1975) (10) Administrative Reforms Commission - Report on State Administration, 1961 (11) M. Bhattacharya Ed. : Urban Government (12) M.A. Srinivasan : State Administration in Andhra Pradesh (13) Ashok

Chandra : Indian Administration' (14) C.P. Chandra:
Indian Administration (14) C.P. Bhambhri:
Bureaucracy and Politics in India (15) S.R.
Maheswari : Local Government in India, (16)
M.V.Pylee : Constitutional Government in India.

D. COMPARATIVE LOCAL GOVERNMENT :

RURAL AND URBAN

(A Study of Principles and Practices of Local Government-Urban and Rural with special reference to UK, US, France and India) (1) Features of Local Governments in Different Countries (UK, USA, France and India) (2) Structure and Organisational Machinery of Urban Government and Urban Local Bodies (3) Structure and Organisational Machinery of Rural Government and Rural Local Bodies. (4) Principles of Decentralisation - Urban Areas and Functioning- Municipal Finance and their control Mechanism, Town Planning, (5) Principles of Decentralization — Rural Areas and Financial Resources of Local Bodies, Their control Mechanism, Village Planning (6) Local Civil Service and Public Relations (7) Modern Trends and Problems of Local Governments of Different Countries.

Books Recommended :

(1) English Local Government : H. Finer (2)
Comparative Local Government : L. Harris (3) Local
Self Government in India : M.P. Sharma (4) Local
Government in Europe : Anderson (5) Municipal
Administration in India : A Avasthi (6) Local

Finance in India : Gyan Chand (7) Outlines of Local
Government : J. Clark (8) Government of American
Cities : B. Munro (9) Cities of World : W.A. Robson
(10) Urban Planning and local Authorities 2 R.B. Das
(11) personnel system of urban local bodies in India:
A.P. Padhi (12) Local Administration : Nigam (13)
Community Development : S.K. Dey (14) District
Administration in India : S.S. Khera (15) Studies in
Panchayati Raj : S.R. Maheswari (16) Government
in Rural India : An Introduction to Contemporary
Administration, POTTER (17) Community
Development in India: V.T. Krishnamachari (18)
Panchayati Raj, Planning & Democracy : M.V.
Mathuri (19) The Perfect and Provincial France : B.
Chapman (20) Report of the Team for the study of
community projects and National extension service
(Balwantarai Mehta Committee Report) volumes.