

**Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)**



## **Scheme and Syllabus**

of

## **M. A.(Public Administration)**

**Program Code: MAPAR130**

**Semester system for affiliated college  
(As per LOCF and credit system)**

**w.e.f. 2023-2024**

(As approved by AC and EC meetings held on 16.08.2023 and 18.04.2023 respectively)



**Scheme of M.A. (Public Administration) under Semester System**  
**Program Code: MAPAR130**

Semester	Course Code	Subject Name	Credit			Total Credit	Marks			
			L	T	P		ESE	IA	Total	
									Max	Min
First	PUBAT101	Principles of Public Administration	3	1	-	4	80	20	100	36
	PUBAT102	Theories of Public Administration	3	1	-	4	80	20	100	36
	PUBAT103	Indian Administration	3	1	-	4	80	20	100	36
	PUBAT104	Development Administration	3	1	-	4	80	20	100	36
	PUBAT105	Administrative Behavior	3	1	-	4	80	20	100	36
	<b>Subtotal</b>			<b>15</b>	<b>5</b>	<b>-</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>500</b>
Second	PUBAT201	State Administration	3	1	-	4	80	20	100	36
	PUBAT202	Municipal Government of India (with special reference to Chhattisgarh state)	3	1	-	4	80	20	100	36
	PUBAT203	Rural Development and Tribal Welfare in Chhattisgarh	3	1	-	4	80	20	100	36
	PUBAT205	Elective-I: Social Welfare Administration	3	1	-	4	80	20	100	36
	PUBAT206	Elective-I: Public Policy								
	PUBAT207	Elective-I: Economic System & Administration								
	PUBAT208	Panchayati Raj (with special reference to Chhattisgarh)	3	1	-	4	80	20	100	36
	<b>Subtotal</b>			<b>15</b>	<b>5</b>	<b>-</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>500</b>

*Note:-Student have to opt one paper from the pool of Elective 1 of 2<sup>nd</sup> Semester.*

**Abbreviations used:**

**ESE:** End Semester Exam

**IA:** Internal Assessment

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### **PROGRAM OBJECTIVES**

M. A. Public Administration objectives of the program are-

1. To fulfill contemporary societal needs of public governance and equip the learner / students with necessary knowledge, wisdom and skills relevant for local, national and international governance.
2. To develop specialized knowledge and skills among its students to engage themselves in Public governance and its related activities. There is need for well informed and proficient manpower for discharging regulatory responsibilities and delivering a set of quality services to the satisfaction of the citizens.
3. To prepare and competent the youth for civil services need and their academic development by equipping them with recent developments at national scenario, as the concerns for good Governance and citizen centric governance have become important objectives in addition to the Traditional narratives of efficiency, economy and effectiveness.
4. To develop students as a responsible part of civil society. In recent years, mega developments like information and communication technology, liberalization, privatization, globalization, decentralization and growing role of the civil society have impacted the role of the state and its agencies. It has changed the citizens' interface with the governance and market forces. Innovative citizen-centric practices in governance have been adopted across the world.

After successful completion of the course the learner will be competent and confident to capture and join various government opportunities such as civil service, police service and others. Besides planning career in activity area of public administration, the learners can also prepare themselves in research and teaching.

### **PROGRAM OUTCOMES (PO)**

Learners with strong knowledge in public administration can deal with the critical issues of public and individual life including political, social, and economic aspects. The framework of the course and papers are designed in a way to develop understanding of the principles, institutions and their ecological concerns, processes and issues of local, regional, national and international levels of public governance and academics of public administration. After successful completion of Program the Learning Outcomes will be reflect:

1. Fair understanding of theories, principles, models and ideas of discipline of public Administration and its academic significance.
2. Competency to respond on contemporary societal needs of public governance and equip them with necessary knowledge, wisdom and skills relevant for local, national and International governance.
3. Knowledge about the inter-disciplinary nature and ecology of public administration in both theory and practice (activities).
4. Knowledge about public welfare administration, development administration and various schemes, programs, measures and techniques to achieve them.
5. Knowledge about the economic and finance part of the government and administration, and role-responsibilities of the citizen in their social and economic activities. 6. Knowledge about real working of administration and its personnel, and issues affecting their performance, efficiency and effectiveness.
7. Competency in communicational skill, group discussion, public speaking, academic writing and personality development through ability enhancement and skill development papers and CCE activities.
8. Familiarity with the issues of good governance, responsive governance, transparency and accountability, and the use of Information and communication technology in the field of public administration.



### PROGRAMME SPECIFIC OUTCOMES (PSO)

The program specific outcomes of the M.A Public Administration program are as under-

1. Students would be able to live, perform and participate as a responsible citizen.
2. Students would be able to know about the research and development opportunities in the field of administration/policy/ governance studies.
3. Students would be able to analyze the effectiveness of governmental policies and program.
4. Students would gain confidence while dealing with administrative officials and political leaders.
5. Students would be able to develop their research aptitude and orientation.

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130		Semester: - I	Year:-I
w.e.f.:2023-2024			
1.	Course Code	PUBAT101	
2.	Course Title	PRINCIPLES OF PUBLIC ADMINISTRATION	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Acquiring the knowledge of the elements, Principles of Public Administration as an academic discipline.</li> <li>• Ability to appraise and update about the developments and recent trends taking place in the discipline of Public Administration.</li> <li>• Capacity to understand the dynamics and extension of public administration and its activities.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 -07 External Marks: 80- 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I.	<b>PUBLIC ADMINISTRATION:</b> -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.	12
II.	<b>ADMINISTRATIVE ORGANIZATION:</b> -(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.	12
III.	Centralization, Decentralization and Delegation. Integration and Disintegration- Meaning, Definition, Different between Centralization, Decentralization and Delegation, Merit and Demerits.	12
IV.	<b>ADMINISTRATIVE PROCESS:</b> -(a) Policy Formulation and Decision Making (b) Communication (c) Leadership – Team Building, Motivation (d) Supervision and Controlling	12



V.	<ul style="list-style-type: none"><li>➤ New Public Administration</li><li>➤ Meaning of New Public Administration</li><li>➤ Origin of New Public Administration</li><li>➤ Importance of New Public Administration in Social Science</li></ul>	12
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**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Reference Books:**

1. A.Awasthi&S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
2. SurendraKatariya, PrashashnikSiddhantEvamPrabandha, 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.
6. Chandra PrakashBhambhri, Public Administration.
7. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, KitabMahal Publication.
8. A.R. Thyagi, Principles and Practice of Public Administration.
9. H.Singh and M. Singh, Public Administration in India Theory and Practice, Sterling Publication.
10. Mahadev Prasad Sharma, LokPrashashan- SiddhantaurVyavahar.
11. Awasthi and Maheshwari, LokPrashashan-IkBhumika, Lakshmi Narayan Agrawal.

**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>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130		Semester: - I	Year:-I
w.e.f.:2023-2024			
1.	Course Code	PUBAT102	
2.	Course Title	THEORIES OF PUBLIC ADMINISTRATION	
3.	Course Type	THEORY	
4.	Pre-requisite (ifany)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Acquiring the knowledge of the elements, theories of Public Administration as an academic discipline.</li> <li>• Ability to appraise and update about the developments and recent trends taking place in the discipline of Public Administration.</li> <li>• Capacity to understand the dynamics and extension of public administration and its activities.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	<b>ADMINISTRATION THEORY:</b> -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.	12
II	<b>MANAGEMENT IDEAS:</b> -Budgeting Process, New Public Management. Relation with other disciplines Science and Technology, Psychology and Geography.	12
III	<b>SOME ISSUES :-</b> 1. Citizen Charter 2. Right to Information 3. Crisis Management 4. Stress Management 5. New Public Administration, New Public Management.	12
IV	<b>ACCOUNTABILITY OF PUBLIC ADMINISTRATION :-</b> a) Legislative Control b) Executive Control c) Judicial Control d) Public Control e) Internal Control Role and Important of Public Administration in Modern Societies.	12



V	<b>GOOD GOVERNANCE CHHATTISGARH:-</b> a) Time Management b) Office Management c) File System d) Difference between Good Governance Chhattisgarh, and Good Governance Madhya-Pradesh.	12
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**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Reference Books:**

1. A.Awasthi&S.R.Maheshwari, Public Administration, Lakshmi Narayan Agrawal.
2. SurendraKatariya, PrashasnikSiddhantEvamPrabandha, National Pub.House.
3. M. Lakshmikant, LokPrashashax, 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.

**E-Resources:**

<https://epustakalay.com/>

<http://www.jeywin.com/wp-content/uploads/2010/03/Optional-Public-Administration-3-Theories-of-Administration>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130		Semester: - I	Year: I
w.e.f.:2023-2024			
1.	Course Code	<b>PUBAT103</b>	
2.	Course Title	<b>INDIAN ADMINISTRATION</b>	
3.	Course Type	<b>THEORY</b>	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Knowledge about the evolution and growth of Indian Administration, its key features controlling and regulating Indian government system and administration.</li> <li>• Grasping the role and functions of Union Executive.</li> <li>• Understanding the in-built control mechanisms over constitutional bodies in particular and administration in general.</li> <li>• Awareness about the institutions and mechanism in force for citizen-state interface.</li> </ul>	
6.	<b>Credit Value</b>	<b>04</b>	
7.	<b>Total Marks</b>	<b>Internal Marks: 20 - 07</b> <b>External Marks: 80 - 29</b>	<b>Min Passing Marks:36</b>

Part B: Content of the Course		
Unit	Topics	Total Hours
I	<b>INDIAN ADMINISTRATION:-</b> Evolution of Indian Administration, Indian Administration, During British rule in Contemporary Context (A Synoptic View) Features of Indian Constitution.	12
II	<b>PARLIAMENTARY DEMOCRACY: -</b> Federal System, Political Executive: President, Prime Minister, Council of Ministers; Cabinet, Cabinet Secretariat Basic Constitutional Provision of Indian Administration Preamble, Fundamental Right.	12
III	<b>DEPARTMENTS: -</b> 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.	12



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IV	<b>UNION-STATE RELATIONS: -</b> Administrative, Legislative, Financial, Administrative Reforms. Constitutional Amendment Procedure.	12
V	<b>CHHATTISGARH ADMINISTRATION &amp; CIVIL SERVICE IN INDIA :-</b> Recruitment Procedure to all India Central Civil Service, Union Public Service Commission Composition and Functions, Training of Civil Servants in India.	12

## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Reference Books:

1. A.Awasthi&S.R.Maheshwari, BhartiyaLokPrashashan, Lakshmi Narayan Agrawal.
2. Awasthi and Awasthi, Bharat main LokPrashashan, Lakshmi Narayan Agrawal.
3. SurendraKatariya, BhartiyaPrashashan.
4. BrijKishor Sharma, BhartiyaSanvidhan.
5. M. LakshmiKant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Ltd.
6. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal.
7. S. R. Maheshwari, UchchatarLokPrashashan, Lakshmi Narayan Agrawal.

### E-Resources:

<https://eresource.gov.in/login/login.php>

<https://epustakalay.com/>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130		Semester:- I	Year:-I
		w.e.f.:2023-2024	
1.	Course Code	PUBAT104	
2.	Course Title	DEVELOPMENT ADMINISTRATION	
3.	Course Type	THEORY	
4.	Pre-requisite (ifany)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>Developing a basic intellectual understanding of development, its approaches, various actors determining development in the country in ecological and post-globalization context.</li> <li>Gaining conceptual and theoretical understanding of good governance, e-governance, management techniques, people participation etc.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	<b>DEVELOPMENT ADMINISTRATION:</b> -Concept, Evolution Importance and Scope of the Theory of Development, Development Administration and Traditional Administration, Public Administration as an Instrument Development.	12
II	<b>PUBLIC ADMINISTRATION AND DEVELOPMENT ADMINISTRATION:-</b> Development Non Development, Dichotomy Concept of Administrative Development Characteristics and Role of Civil Society, Role of Law and Order Administration.	12
III	<b>CONCEPTS OF DEVELOPMENT AND MODERNIZATION:</b> -Concept of Economic DevelopmentBureaucracy and Development, Role of Bureaucracy, People's Participation-Meaning, Importance, Types.	12
IV	<b>POLITICAL DEVELOPMENT AND SOCIAL FEATURES:-</b> Social featuresof 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.	12



V	<b>DEVELOPMENT ADMINISTRATION AND THEIR ISSUES:-</b> <ul style="list-style-type: none"><li>➤ Human Right in Public Administration</li><li>➤ Meaning and Definition of Human Right</li><li>➤ Human Right in UNO, Human Right in India</li><li>➤ References of Human Right in Chhattisgarh state</li><li>➤ Good Governance, E Governance.</li></ul>	12
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**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Reference Books:**

1. A.Awasthi and A.Awasthi, VikasPrashashan, Lakshmi Narayan Agrawal.
2. Preeta Joshi, VikasPrashashan.
3. Edward Weidner, Development Administration.
4. SurendraKatariya, BhartiyaPrashashan.
5. Fred W. Riggs, Frontiers of Development Administration.
6. SurendraKatariya, PrashashnikSiddhantEvamPrabandha.
7. S.C. Singhal, LokPrashashanKeTatva, Lakshmi Narayan Agrawal.
8. S. R. Maheshwari, Dictionary of Public Administration, Orient Longman.
9. M.P.Sharma and B.L. Sadana, Public Administration Theory and Practice, KitabMahal Publication.
10. A.Awasthi&S.R.Maheshwari, BhartiyaLokPrashashan, Lakshmi Narayan Agrawal.
11. Rathod, Development Administration.
12. S.L. Goyal, Good Governance.
13. Faisal Al-Salem, The Ecology of Development Administration.

**E-Resources:**

<https://eresource.gov.in/nacwc/login/login.php>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130		Semester:- I	Year: -I
		w.e.f.:2023-2024	
1.	Course Code	PUBAT105	
2.	Course Title	ADMINISTRATIVE BEHAVIOR	
3.	Course Type	THEORY	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>Developing professional approach by enhancing understanding about the key elements of administrative behavior and organizational management.</li> <li>Knowledge about theoretical contribution of prominent thinkers in the field of management and administration.</li> </ul>	
6.	Credit Value	04	
7.	Total Marks	Internal Marks: 20 - 07 External Marks: 80 - 29	Min Passing Marks:36

Part B: Content of the Course		
Unit	Topics	Total Hours
I	<b>DECISION-MAKING:-</b> Meaning, Classification of Decisions, Decision Making Process and Stages. Herbert Simon's Decision Making Model, His other contribution and Criticism.	12
II	<b>COMMUNICATION:-</b> Meaning and Definition, Types (Formal and Informal). Significance, Communication Process, Barriers in Communication and Removal of Barriers, Motivation, Meaning, Definition, Traditional Theory of Motivation.	12
III	<b>THEORY PUBLIC ADMINISTRATION BEHAVIOR</b> 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.	12
IV	<b>LEADERSHIP:-</b> Meaning and Definition. Theory of Leadership; Trait Theory, Behavioral Theory. Situational Theory. Types of Leadership. Merits for Leadership.	12



V	<b>PARTICIPATIVE MANAGEMENT:-</b> Concept and Importance. Rensis Likert, his Contribution and Criticism. Chris Argyris; his Contribution and Criticism. Peter Drucker; his Contribution and Criticism.	12
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**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Reference Books:**

1. 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. Lakshmikanth, Lok Prashashan, UPSC (Prelim.) Tata McGraw-Hill Publishing Comp. Ltd.
7. Ashok Kumar, Prashashanik Chintak, Lakshmi Narayan Agrawal,
8. Surendra Katariya, Prashashanik Chintan.
9. Narendra Thori, Prashashanik Vicharak.

**E-Resources:**

<https://catalogue.nla.gov.au/catalog/342708>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130	Semester: II	Year: I	w.e.f.:2023-2024
1. Course Code	PUBAT201		
2. Course Title	STATE ADMINISTRATION		
3. Course Type	THEORY		
4. Pre-requisite (if any)	Nil		
5. Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Conceptual understanding of the constitutional provisions on state legislature executive and their working.</li> <li>• Delineating the constitutional provisions and dynamics of union-state relationships.</li> <li>• Knowledge of divisional and district administration and their working.</li> </ul>		
6. Credit Value	04		
7. Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks:36	

Part B: Content of the Course		
Unit	Topics	Total Hours
I	<b>ADMINISTRATION AT THE STATE LEVEL:-</b> Political Executive: State secretariat, Secretariat - Directorate Relationship, Planning Process, Board of Revenue. The state legislature (vidhan – sabha), Governor- Appointment, Power and function, Chief Minister- Appointment Power and Function.	12
II	<b>ADMINISTRATION AT THE DISTRICT LEVEL:-</b> District as a Unit of Administration: Role of Collector, District Planning Board, Law and Order. District Superintendent of Police - Power and Function. Center State Relations- Legislative, Executive and Financial, National Finance Commission- Composition and Functions.	12
III	<b>ADMINISTRATION AT SUB-DIVISIONAL LEVEL: -</b> Tehsil and Revenue Inspector Level and Patwari Circular Level. Role of Planning Commission and National Development Council.	12
IV	<b>SOME ISSUES:-</b> (a) Minister - Secretary Relationship. (b) Administrative Reform (ARC) (c) Administrative Corruption - Lokpal and LokAyukta. (d) Role of Chief Secretary	12



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V	<b>DIVISIONAL COMMISSIONER:-</b> Power and Functions, State Public Services- Recruitment Process. State Public Service Commission, Compositions and Functions. Training to State Civil Servants. Inter-relationship b/w state civil servants and All India civil servants.	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Reference Books:

1. A.Awasthi&S.R.Maheshwari, BhartiyaLokPrashashan, Lakshmi Narayan Agrawal. Agrawal.
2. Awasthi and Awasthi, Bharat main LokPrashashan, Lakshmi Narayan
3. SurendraKatariya, BhartiyaPrashashan. 4. BrijKishor Sharma, BhartiyaSanvidhan.
5. S.S. Khera, District Administration in India.
6. M. Lakshmikant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Publishing Ltd.
7. B.Mehta, Dynamics of State Administration.
8. H.C. Sharma, Bharat Main RajyaPrashashan.
9. A.P. Awasthi, Madhya Pradesh Prashashan, M.P. Hindi Granth Academy.
10. A.P. Awasthi, VittaPrashashan, Lakshmi Narayan Agrawal.
11. S. R. Maheshwari, BhartiyaPrashashan- IsakaVikas, Lakshmi Narayan Agrawal.
12. R.K. Dubey, AdhunikLokPrashashan, Lakshmi Narayan Agrawal.

### E-Resources:

[https://www.eduskunta.fi/EN/naineduskuntatoimii/kirjasto/aineistot/yhteiskunta/suomi-  
valtiona/Pages/Valtion-  
hallinto.aspx#:~:text=The%20state%20administration%20is%20divided,in%20total%2C%20incl  
uding%20the%20ministries.](https://www.eduskunta.fi/EN/naineduskuntatoimii/kirjasto/aineistot/yhteiskunta/suomi-<br/>valtiona/Pages/Valtion-<br/>hallinto.aspx#:~:text=The%20state%20administration%20is%20divided,in%20total%2C%20incl<br/>uding%20the%20ministries.)

<https://darpg.gov.in/sites/default/files/sdadmin15>

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## Part A: Introduction

Program: M.A.(Public Administration) MAPAR130	Semester: II	Year: I	w.e.f.:2023-2024
1. Course Code	PUBAT202		
2. Course Title	MUNICIPAL GOVT OF INDIA (WITH SPECIAL REFERENCE TO CHHATTISGARH STATE)		
3. Course Type	THEORY		
4. Pre-requisite (if any)	Nil		
5. Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Students will be able to Lead and Manage to Local self Government.</li> <li>• Students will be able to- Aware aft Local Problems and Ability to attribute.</li> <li>• Students will be able to under Stand the Conditions yees. Municipal &amp; to get information about their Frainy Promotion etc.</li> <li>• Students will be able to Understand ding the financial Condition of the Municipal, corporation and bejuna. Good citizen to be aware of the quality of Development Programs.</li> <li>• Students will be aware of various schemes run by the government.</li> <li>• Students will be able to Build the Nation-understanding the benefit of government schemes and being as active participant.</li> </ul>		
6. Credit Value	04		
7. Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks:36	

## Part B: Content of the Course

Unit	Topics	Total Hours
I	<b>LOCAL SELF GOVERNMENT</b> Meaning,Its Essential Features, Scope and Importance of Local Self Govt., Trend toward Centralization.	12
II	<b>LOCAL MUNICIPALITIES:-</b> Evolution, Notified Areas, Town Areas, Cantonment and Parastutal Bodies.	12
III	<b>SERVICE CONDITIONS OF MUNICIPAL EMPLOYEE:-</b> Training, Promotion,, Municipal Finance; State control over Municipal Administration; Deliberative - Executive Relationship.	12
IV	<b>COMMITTEE SYSTEM:-</b> Problems of Municipal Administration with Reference to Urban Development with Special Emphasis on the study of Administrative Measure with Regards to Environment upgradation.	12



V	<b>REFORM IN LOCAL SELF GOVERNMENT:-</b> (A brief survey of Urban Development Schemes particularly JNNURM & SJSRY (Swama Jayanti ShahriRojgarYojna and other State Sponsored Schemes)	12
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**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Reference Books:**

1. S. R. Maheshwari, Bharat main SthaniyaPrashashan, Lakshmi Narayan Agrawal.
2. R.L. Khanna, Municipal Government and Administration.
3. S.K. Bhogle, Local Government in India.
4. M. LakshmiKant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Pub. Ltd.
5. A.P. Awasthi, VittaPrashasha, Lakshmi Narayan Agrawal.
6. A.Awasthi&S.R.Maheshwari, BhartiyaLokPrashashan, Lakshmi Narayan Agrawal.
7. R. Argal, Municipal Government in India.
8. A.P. Awasthi, Madhya Pradesh Prashashan, M.P. Hindi Granth Academy.
9. Sharma and Sharma, Panchayati Raj.
10. Chopra, Local Self Government.
11. Pattanayak, Local Government.
12. S.S. Minakshisundaram, Decentralisation in Developing Countries.

**E-Resources:**

<https://www.india.gov.in/>

<https://data.gov.in/dataset-group-name/Local%20Government>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130	Semester: II	Year: I	w.e.f.:2023-2024
1. Course Code	PUBAT203		
2. Course Title	RURAL DEVELOPMENT AND TRIBAL WELFARE IN CHHATTISGARH		
3. Course Type	THEORY		
4. Pre-requisite (if any)	Nil		
5. Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>Gaining insights about composition, role, function and resources of rural and tribal welfare in Chhattisgarh.</li> <li>To bring awareness on MANREGA, Tribal Welfare, Community Development Projects etc. and its applications.</li> <li>Understanding of various tribal welfare schemes running at District, Block and Village and other problem areas related to paper.</li> <li>Panchyats have a major role in the implementation of scheme launched by the Government. Through the studies student will develop the ability to do comparative and statistical analysis of the development works of different villages.</li> </ul>		
6. Credit Value	04		
7. Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks:36	

Part B: Content of the Course		
Unit	Topics	Total Hours
I	<b>RURAL DEVELOPMENT:-</b> Rural Development Its Concept, Environmental Factors in Rural Development.	12
II	<b>RURAL DEVELOPMENT POLICY AND STRATEGY:-</b> Approaches to Rural Development, Community Development Project.	12
III	<b>RURAL DEVELOPMENT SCHEMES:-</b> MNARENGA (Mahatma Gandhi National Rural Employment Guarantee Act.) Various Rural Development Schemes and Current Development Schemes of State and Central Government.	12
IV	<b>TRIBAL WELFARE IN CHHATTISGARH :-</b> Tribal Welfare at District, Block and Village Level, Legislation for Tribal Welfare.	12



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V	<b>TRIBAL WELFARE:-</b> Problems and prospective of Tribal Welfare, Tribal Welfare Scheme, Dimensions of Rural Poverty.	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Reference Books:

1. S. R. Maheshwari, Bharat main SthaniyaPrashashan, Lakshmi Narayan Agrawal.
2. R.L. Khanna, Municipal Government and Administration.
3. S.K. Bhogle, Local Government in India.
4. M. Lakshmikant, LokPrashashan, UPSC (Prelim.), Tata McGraw-Hill Pub. Ltd.
5. A.P. Awasthi, VittaPrashasha, Lakshmi Narayan Agrawal.
6. A.Awasthi&S.R.Maheshwari, BhartiyaLokPrashashan, Lakshmi Narayan Agrawal.
7. R. Argal, Municipal Government in India.

### E-Resources:

<http://tribal.cg.gov.in/en>

<https://services.india.gov.in/service/detail/chhattisgarh-tribal-development-program>

<https://tribal.nic.in/>

<https://www.ifad.org/documents/38714182/39737274/Impact+Evaluation+of+the+Jharkhand+%E2%80%93+Chhattisgarh+Tribal+Development+Programme+%28JCTDP%29.pdf/758ced1c-5497-41c7-bea5-c3a4906b0e6d>

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<b>Part A: Introduction</b>			
Program: M.A.(Public Administration) <b>MAPAR130</b>	Semester: II	Year: I	w.e.f.:2023-2024
1. Course Code	<b>PUBAT205</b>		
2. Course Title	<b>(ELECTIVE- I) SOCIAL WELFARE ADMINISTRATION</b>		
3. Course Type	<b>THEORY</b>		
4. Pre-requisite (if any)	Nil		
5. Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Sincere understanding on key areas of empowerment, health, education, employment and reservation.</li> <li>• Critical understanding and role identification on Urbanization, Globalization Liberalization and Privatization.</li> <li>• Understanding of various sectors affecting welfare of various sections of society and issues related to them</li> </ul>		
6. Credit Value	<b>04</b>		
7. Total Marks	<b>Internal Marks: 20 External Marks: 80</b>		<b>Min Passing Marks:36</b>

<b>Part B: Content of the Course</b>		
Unit	Topics	Total Hours
<b>I.</b>	<b>SOCIAL WELFARE ADMINISTRATION:-</b> Meaning, Nature, Scope and Importance. The Concept and Relevance of Social Justice and Social Change.	12
<b>II.</b>	<b>EMPOWERMENT AND HUMAN RIGHTS:-</b> Concept, Significance and Emerging Trends of Empowerment and Human Rights. Reservation Policy. Major Social Sectors; Health, Education and Employment.	12
<b>III.</b>	<b>ORGANIZATIONAL STRUCTURE:-</b> Social Justice Administration; The Union Ministry of Social Justice and Empowerment. State Departments of Social Welfare. Central Social Welfare Board. State Social Welfare Board.	12
<b>IV.</b>	<b>NGOS AND VOLUNTARY ORGANIZATIONS:-</b> Various types, Role and Significance of NGOs and Voluntary Organizations. Composition, Functions and Importance of National Human Rights Commission and State Human Rights Commission.	12



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V.	<b>COOPERATIVE SOCIETY:-</b> Concept, Types, Functions and Significance. Council for Advancement of People's Action and Rural Technology (CAPART). Socio-Economic Issues of Urbanization, Globalization, Liberalization and Privatization.	12
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## Part C - Learning Resource

Text Books, Reference Books, E-Resources

### Reference Books:

1. T.N. Chaturvedi and Chandra Kohali, Social Administration: Development and Change .
2. G.B. Sharma, Social Administration in India.
3. C.R. White, Public Welfare Administration.
4. David C. Marsh, An Introduction to Social Welfare.
5. S. N. Dubey, Social Administration.
6. Frinendlander, Introduction to Social Welfare.
7. Ashok KuamrDubey, 21vi Shatabdi main LokPrashashan, Tata McGraw-Hill Pub. Ltd.

### E-Resources:

<https://egyankosh.ac.in/bitstream/123456789/17228>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130	Semester: II	Year: I	w.e.f.:2023-2024
1. Course Code	PUBAT206		
2. Course Title	(ELECTIVE- I) PUBLIC - POLICY		
3. Course Type	THEORY		
4. Pre-requisite (if any)	Nil		
5. Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Understanding the basic concepts such as public policy, policy analysis, public policy process and governance.</li> <li>• Knowledge of different stages of the Public policy process in terms of theoretical formulation and the process.</li> <li>• Necessary competence to undertake policy analysis.</li> </ul>		
6. Credit Value	04		
7. Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks:36	

Part B: Content of the Course		
Unit	Topics	Total Hours
I.	<b>PUBLIC POLICY:-</b> Meaning, Scope and Nature, Importance of study of Public Policy. Policy Science-Contribution of YehezkelDror; Policy and Environment, Political Culture, Socio- Economic Conditions, Policy Matters, Official Participants, Level of Politics.	12
II.	<b>MODELS OF PUBLIC POLICY MAKINGS:-</b> Process model The Elite/Mass Model. The Group Model, The System Model, The Institutional Model The Output Model-The Incremental Model The Rationalist Model, The Mixed Scanning Model. (AmitaiEtizioni)	12
III.	<b>POLICY FORMULATION AND ADOPTION:-</b> Policy Problems, Classification and Analysis of policy problem, preparation of policy agenda, Formulation of policy proposal, Policy decision making, Policy adoption.	12
IV.	<b>IMPLEMENTATION OF PUBLIC POLICY PROGRAM AND PROJECTS:-</b> Policy Implementers, The Administrative Process Of Policy Implementation, Financial Arrangement, Problems In Policy Implementation, Participation Of Beneficiaries, Involvement Of Other Interests, Political Support, Trouble Shooters.	12



V.	<b>POLICY EVALUATION POLICY IMPACT:-</b> Problems In Policy Evaluation. Policy Evaluation Process, Politics of Evaluation, Policy Change.	12
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**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Reference Books:**

- 1 Jones, Charies O: An Introduction to the Study of Public Policy
- 2 YehezkelDror: Public Policy Making-Re-examined
- 3 James E. Adnerson: Public Policy Making
- 4 Wade, Lavy L: The Elements of Public Policy 5 Kabra, K.N.: Public Policy

**E-Resources:**

<https://egyankosh.ac.in/bitstream/123456789/19329>

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Part A: Introduction			
Program: M.A.(Public Administration) MAPAR130	Semester: II	Year: I	w.e.f.:2023-2024
1. Course Code	PUBAT207		
2. Course Title	(ELECTIVE- I) ECONOMIC SYSTEM & ADMINISTRATION		
3. Course Type	THEORY		
4. Pre-requisite (if any)	Nil		
5. Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>Detailed knowledge of economy, their types and various institutions, tools and techniques applied in the smooth running of economic activities.</li> <li>Understanding of inter-Relationship and cause and effect relationship between economic activities and the political - administrative activities and their consequences.</li> </ul>		
6. Credit Value	4		
7. Total Marks	Internal Marks: 20 External Marks: 80	Min Passing Marks:36	

Part B: Content of the Course		
Unit	Topics	Total Hours
I.	<b>ECONOMICS SYSTEM AND ADMINISTRATION:-</b> Introduction, Definition and Nature of Economics System; Relationship between Economic System and Administration; Forces for making of various Economic systems; Role deferential of Government under various Economic Systems; Role of Fiscal, Monetary and Price Policies under various Economic Systems.	12
II.	<b>ECONOMIC SYSTEM IN USA:-</b> Organization of Capita-list Economy, Maintenance of Competition in Capitalist Economy; Planning and planning Machinery under Capitalism; Capitalism and Welfare Measures: A critique of Capitalism in USA.	12
III.	<b>ECONOMIC SYSTEM IN UK:-</b> Forms of Socialism Administration and Problems of Nationalized Industries in UK A Critique of British Socialism.	12
IV.	<b>ECONOMIC SYSTEM IN INDIA:-</b> Rationale of Mixed Economy, the Study of Public Enterprises and their Management, Nature of Planning and its Problems, Mixed Economy vis a vis democratic Socialism, Nationalization of means of Production; Recent trends in Economic Policy.	12



V.	<b>ECONOMIC SYSTEM IN ASIAN COUNTRIES:</b> -Special Reference to China and Japan, Factors Effecting Economic System- Political, Ecological And Cultural.	12
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**Part C - Learning Resource**

Text Books, Reference Books, E-Resources

**Reference Books:**

1. Loucks: Comparative Economic Systems
2. Blodgett: Comparative Economic Systems
3. Richard, S. Carsce: Comparative Economic Systems
4. VaclarHolesovsky: Economic System-and Comparison
5. Hazeck: Collective Economic Planning
6. M.L. Seth Theory and Practice of Economical Planning
7. K.L. Handa: Financial Administration.

**E-Resources:**

<https://icssr.org/e-resources-available-nassdoc>

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<b>Part A: Introduction</b>			
Program: M.A.(Public Administration) <b>MAPAR130</b>		Semester: II	Year: I
		w.e.f.:2023-2024	
1.	Course Code	<b>PUBAT208</b>	
2.	Course Title	<b>PANCHAYATI RAJ</b> (WITH SPECIAL REFERENCE TO CHHATTISGARH)	
3.	Course Type	<b>THEORY</b>	
4.	Pre-requisite (if any)	Nil	
5.	Course Learning Outcomes (CLO)	<p><b>At the end of this course, the students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Student will be able to believe in Democratic system and values by Understanding the old history of Panchayati Raj system in India.</li> <li>• Students will work together with the Government and being Participative themselves they will be able to solve local problems.</li> <li>• Students will be able to play the role of Policy makers in higher Institutions. Of the country, as future leaders by Participating in Active Politics at the Local Level.</li> <li>• Student will be able to show Interest in their field of work.</li> <li>• Students will be able to discharge their Duties towards their Area, State and Country. New Consciousness and New Enthusiastically will Increase Interest in the Implementation of New Schemes.</li> <li>• There will be a sense of Equality among different Classes. Awareness of their Right in Women and discharge of their Duties towards the Socials will increase their self-confidence.</li> </ul>	
6.	<b>Credit Value</b>	<b>4</b>	
7.	<b>Total Marks</b>	<b>Internal Marks: 20</b> <b>External Marks: 80</b>	<b>Min Passing Marks:36</b>

<b>Part B: Content of the Course</b>		
Unit	Topics	Total Hours
<b>I</b>	<b>CONCEPT OF PANCHAYATI RAJ</b> Evolution of Panchayati Raj. Balvant Rai Mehta Committee. 73rd Constitutional Amendment.	12
<b>II</b>	<b>THREE TIER PANCHAYATI RAJ IN CHHATTISGARH:-</b> Structural Power and Functions:- ➤ Zila Panchayat ➤ Janpad Panchayat ➤ Gram Panchayat.	12
<b>III</b>	<b>PANCHAYATI RAJ SYSTEM:-</b> Source Of Revenue Finance in Panchayati Raj System, State Control over Panchayati Raj Institutions, Role of Panchayati Raj for weaker Sections and Women	12



IV	<b>PANCHAYATI RAJ IN CHHATTISGARH:-</b> Recent Constitutional Changes and Development in Chhattisgarh Deliberative- Executive Relationship in Panchayati Raj.	12
V	<b>PANCHAYATI RAJ SYSTEM AND ISSUES:-</b> Political Parties, Pressure Groups, CSO's. Problems of Panchayati Raj System.	12

Part C - Learning Resource	
Text Books, Reference Books, E-Resources	
<b>Reference Books:</b> <ol style="list-style-type: none"><li>1. सी.पी. भाम्भरीलोकप्रशासनकेसिद्धांत</li><li>2. अवस्थीएवंमाहेश्वरीलोकप्रशासनकेसिद्धांत</li><li>3. इन्द्रजीतकौर- लोकप्रशासन</li><li>4. डॉ. डी.एस. यादव- लोकप्रशासन</li><li>5. खानएवंवर्मा- प्रशासनिकविचारधाराएंभाग 1 2</li><li>6. आर. बसुलोकप्रशासन, नईदिल्ली, जवाहरपब्लिशर्स</li><li>7. निशावशिष्ठ- भारतमेंनौकरशाहीकीकार्यप्रणाली</li><li>8. डॉ. बी. एल. फड़ियालोकप्रशासन</li><li>9. Pfittner J.M.-Public Administration</li><li>10. White L.D.-Introduction to the Principles</li><li>11. Bhambhari C. P. Bureaucracy and Politics in India, Delhi Vikas 1971</li><li>12. Bhattacharya M. - Public Administration</li><li>13. MaheshwariS.r.-Indian Administration System</li><li>14. Awasthi&amp;Maheshwari - Public Administration.</li></ol>	
<b>E-Resources:</b> <a href="https://panchayat.gov.in/">https://panchayat.gov.in/</a>	

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