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SCHEME OF EXAMINATION
&
SYLLABUS
Of
M.A. (Public Administration)
Annual Exam

UNDER

FACULTY OF ARTS

Session 2026-27

(Approved by Board of Studies)
Effective from June 2026

08.10.26

08/10/26

PUBLIC ADMINISTRATION

M.A. Previous and M.A. Final Examination 2026-27

एम.ए.पूर्व

लोक प्रशासन

Public Administration

M.A. (Previous) Public Administration consists of following four papers each carrying 100 marks.

PAPER-I Fundamentals of Public Administration and Administrative Theory. (0390)
PAPER-II Indian Administrative System with special reference to Chhattisgarh State.(0391)
PAPER-III Social Administration and Tribal Welfare. (0392)
PAPER-IV Research Methodology. (0393)

PAPER - I
FUNDAMENTALS OF PUBLIC ADMINISTRATION AND ADMINISRATIVE THEORY
(Paper Code - 0390)

UNIT-I What is Public Administration:

(a) Definitions, Nature and Scope of Public Administration.
(b) Private and Public Administration.
(c) Management and Administration. Public Administration as a Social Science.

Development of the Discipline of Public Administration. Development of the Study of Public Administration in India. Contemporary Approaches to the Study of Public Administration.

Behavior Systems and Structural Functional Approaches : New Public Administration.

UNIT-II Administrative Organization:

(a) Mechanistic and Humanistic Conceptions of Organisation and Concepts of formal Organisation.
(b) Structure of Organisation and Concepts of Line and Staff; Forms of Organisation Department, Public Corporation, Independent Regulatory Commission.
(c) Centralisation, Decentralisation and Delegation.
(d) Staff and Field Agencies.

UNIT-III Administration Process:

(a) Policy Formulation and Decision Making;
(b) Communication;
(c) Leadership and
(d) Supervision and Controlling and Motivation.

UNIT-IV Management Aids-Budgeting Process:

Accountability of Public Administration-

(a) Legislative Control, (b) Executive Control, (c) Judicial Control,
(d) Public Control and (e) Internal Control.

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UNIT-V Administrative theory:

Theory of Administration Classical Theory, Scientific Management School, Human Relations Movement, Decisional Theory, Systems School, Administrative Ecology, Theory of Development Administration and Organization Humanism.

RECOMMENDED BOOKS:

1	L.D. White	:	An Introduction to the Study of Public Administration
2	H.A. Simon D.W. Smithbury & V.A. Thompson	:	Public Administration
3	M.E. Dimock & G.O. Dimock	:	Public Administration
4.	Felix, A. Nigro	:	Modern Public Administration
5	John, M. Pibiffner and Frank P. Sherwood	:	Administration Organisation
6	Herbert A Simon	:	Administrative Behaviour
7	Dwight Waldo (ed.)	:	Ideas and Issues in Public Administarion
8	F.M. Marx (ed.)	:	Elements of Public Administration
9	H. Koontzand C. Osdonnel	:	Principles of Management
10.	Deniel R. Wren	:	The Evolution of Management Thought
11.	J.D. Mooney	:	Principles of Organisation
12.	T.N. Chaturvedi & R.K. Arora (Eds.)	:	Administrative Theory
13.	C.P. Bhambri	:	Public Administration (in Hindi & English)
14.	M.P. Sharma	:	Public Administration (in Hindi & English)
15.	A. Avasthy &	:	Public Administration (in Hindi & English)
16.	R.K. Dubey	:	Modern Public Administration (in Hindi & English)
17.	B.L. Phadla	:	Public Administration (in Hindi)
18.	P.D. Sharam	:	Public Administration : Theory & Practical (in Hindi)
19.	I.I.P.A.	:	Journal of Indian Institute of Public Administration

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PAPER - II

INDIAN ADMINISTRATIVE SYSTEM WITH SPECIAL

REFERENCE TO CHHATTISGARH STATE

(Paper Code - 0391)

UNIT-I Evolution of Indian Administration; Indian Administration during British Rule in its Contemporary Contest (A Synoptic view) Framework :

(a) Parliamentary Democracy. Federal System; Political-Executive; President; Prime Minister, Council of Ministers; Cabinet, Cabinet, Cabinet Secretariat.

UNIT-II Central Secretariat ; Ministers and Departments; Attached Officers Subordinate Offices; Procedure of work; Organisation and working of Home and Finance Ministries of the Govt. of India; Role of Constitutional Agencies and Extra Departmental Bodies.

UNIT-III Administration at the State Level:

Political Executive: State Secretariat; Board of Revenue Secretariat Directorate relationship.

UNIT-IV Administration at the District Level:

District as a Unit of Administration: Role of District Administration.

UNIT-V Some Issues:

(a) Minister Secretary Relationship.

(b) Union-State Relations Financial Administration and Legislative.

(c) Administrative Corruption Lokpal and Lok Ayukta.

(d) Administrative Reforms.

BOOKS RECOMMENDED :

1. S.R. Maheshwari : Indian Administration
2. S.R. Maheshwari : Evolution of Indian Administraion
3. S.R. Maheshwari : State Government in India
4. S.R. Maheshwari : Administrative Reforms in India
5. S.S. Khera : District Administration in India
6. C.P. Bhambhri : Public Administration in India
7. Ashok Chanda : Indian Administration
8. A. Awasthi : Central Administration
9. D.D. Basu : Constitution of India
10. I.I.P.A. : Organisation and working of the Government of India
11. 1 . R.B. Jain (Ed.) : District Administration
12. R.B. Jain (Ed.) : Panchyat Raj
13. S.L. Kaushik & P. Sahni (Ed.) : Public Administration in India, Emerging Trends
14. B.L. Phadia : Public Administration in India (in Hindi)
15. P.D. Sharam and Others : Public Administration in India (in Hindi)
16. H.C. Sharma : Public Administration in India (in Hindi)
17. Ashok Sharma : Public Administration in India (in Hindi)
18. Mohinder Singh & Hoshiar Singh: Public Administration in India (in Hindi)
19. Avasthi & Avasthi : Indian Administration
20. I.I.P.A. : Journal of Indian Institute of Public Administration
21. Reports of the Important Committes.

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PAPER - III
SOCIAL ADMINISTRATION & TRIBAL WELFARE
(Paper Code - 0392)

UNIT-I Concept, Nature and Scope of Social Administration.

UNIT-II Methods of Social Administration (Social work Processes) - Social casework, Social group work, Community Organization. Role of Voluntary Agencies and their Relationship with Government.

UNIT-III Organisation for Social Administration and Tribal Welfare at Central level Central Department of Social Welfare; Case for creation of an integrated Ministry for Social Affairs, Central Social Welfare Board-Its Composition, Functions and Status.

UNIT-IV a) Organisation for Social Administration and Tribal Welfare at State level, with Special reference to Chhattisgarh - The State level Departments and Directorates of Social Welfare; Their Inter-relationship; Controversy regarding their roles; The State level Social Welfare Board.

(b) Organisation for Social Administration and Tribal Welfare at District Block and Village levels.

UNIT-V Post Independence Social Legislation in India, Social Planning in India.

BOOKS RECOMMENDED:

1 David C. Marsh (Ed.) : An Introduction the study of Social Administration
2 T.N. Chaturvedi & S. Kohdi Chandra (Ed.) : Social Administration
3 G.B. Sharma : Social Administration in India
4 Walter A. Friend lander : Introduction to Social Welfare
5 D. Paul Chaudhary : Social Welfare Administration
6 V. Jagannodham: Social Welfare Organisation
7 Planning Commission : Social Legislation its role in Social Welfare Planning
8 R.M. Titmus : Essays on welfare State
9 S.K. Khinduka : Social Work in India
10. B.D. Sharam : Planning for Tribal Development
11. B.D. Sharm : Tribal Development. The concept and the frame (in Hindi & English)
12. V.M. Kulkarni : Essays in Social Administration
13. W.P. Birrell : Social Administration Reading in Applied Social Sciences
14. K.D. Gangarade : Social Legislation in India (Vols. I & II)
15. D.K. Mishra : Social Administration (in Hindi)
16. Annual Reports of the Panchyat and Tribal Welfare Departments of the Government of Madhya Pradesh

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PAPER - IV
RESEARCH METHODOLOGY
(Paper Code - 0393)

UNIT-I Research Design : General Goals Specific Objectives, Concepts, Variables, Hypothesis, Definitions, Pilot Studies.
Exploratory studies Basic Ideals of Stamping Quota sampling use of Random numbers.

UNIT-II Construction of Questionnaires : Schedule Question, Concept and working sequence of questions, open and closed questions Reliability and Validity.

UNIT-III Interviewing : Comparison of interview schedules and questionnaires. Advantages and Limitations of Mailed questionnaire Non-response, Type of interviewing Role of interviews Reporting interviews; Bias.

UNIT-IV Other methods of Data Collection observation structured and unstructured Documents case study. Projective and indirect sealing Techniques.

UNIT-V Data Processing. Editing, Coding, Tabulation, Analysis and interpretation report writing.

RECOMMENDED BOOKS:

1. F.N. Kertingen : Foundation of Behavioral Research
2. W.J. Ghode and P.F. Hatt : Methods in Social Research
3. Pauline V. Young : Scientific Social Surveys and Research
4. John Galtung : Theory and Methods of Social Research
5. Leon Feslingers Danial Katz : Research Methods in Behavioral Science
6. A.M. Goon etc. : Basic Statistics
7. R.S. Milhe : Concepts and Models in Public Administration
8. A.R. Tyagi : Research Methods in Public Administration
9. B.M. Jain : Research Methodology (in Hindi)
10. B.N. Ghosh : Scientific Method & Social Research.

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लोक प्रशासन

PUBLIC ADMINISTRATION

M.A.(Final) Public Administration consists of following four papers, each carrying 100 Marks.

Paper-I	Public personnel Administration.	
Paper-II	Comparative Public Administration.	
Paper-III	Development Administration.	
Paper-IV	Local self-Government in India.	
O R	Public sector Management & Industrial Relation.	
O R	Survey Report.	

PAPER - I

PUBLIC PERSONNEL ADMINISTRATION

(Paper Code - 0394)

UNIT-I Nature and concept of public Personnel Administration, Role of Modern civil Service, Rise of the merit System, Bureaucracy its meaning, characteristics, nature and importance, Theorems of Bureaucracy -Max weber, Karl Marx and robert michels.

UNIT-II Recruitment, Classification and training of personnel with special reference to U.K. : U. S. A. and France.

UNIT-III Promotion, Discipline and Morals.

UNIT-IV Study of Indian Public Personnel system with reference to-

(a) Organs responsible for personnel management
(b) Structure of civil service
(c) Recruitment Classification, Training and promotion practices
(d) Public Service Commission.

UNIT-V (e) Salary Administration
(f) Political Rights and Rights to Organise and Strike of Civil servants
(g) Conditions of Services
(h) Conduct Rules, Disciplinary action, Removal and appeals,
(i) Machinery for Redressal of civil Service Grievances.

BOOKS RECOMMENDED:

1. O. G. Stahl : Public personnel Administration
2. Feline A. Nigro : Public personnel Administration
3. S.P.Verma & S.K.Sharma : Managing public personnel Systems.
4. S. L. Goel : Public Personnel Administration.
5. R. B. Jain (ed.) Aspects of personnel administration.
6. S. R. Maheshwari : The civil services in Great Britain
7. E. N. Gladden : British Civil Service
8. V. A. Pal Panaudikar : Personnel System for Development Administration.
9. N. C. Roy : Civil Service in India.
10. B.R.C. : Report on personnel Administration
11. The Report of the fulton Committee
12. The Reports of the pay commissions of the Government of India.
13. C.M. Jain & H.C. Sharma : Personnel Administration (in Hindi)

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PAPER - II
COMPARATIVE PUBLIC ADMINISTRATION
(Paper Code - 0395)

UNIT-I Comparative public administration - Evolution. concept, Nature, Scope and significance.

UNIT-II Approaches to the study of comparative public administration - Institutional, Behavioural, Systems Structural Functional, Ecological, Problems of Comparative Research

UNIT-III Weber's Typology of Authority with particular reference to his ideal type Bureaucracy. Riggs's Typology of societies with particular reference to prismatic society and sals model.

UNIT-IV Salient features of the Administrative Systems of U. K. U.S.A., China.

UNIT-V Whitreyism in Britain; Independent Regulatory Commissions in U.S.A., Communist Party in China, Prefect in France; and Ombudsman in Sweden.

BOOKS RECOMMENDED:

1	Ferrel Hedy and sybil stores (ed.)	:	Papers in Comparative administrative
2	Ferel Hedy	:	Public Administration: A comparative perspective.
3	Preston le Breton	:	Comparative Administrative Theory.
4	Nimrod Raphacli (Ed.)	:	Readings a Comparative public Administration.
5	James Tempson	:	Comparative Studies in Administration.
6	R. K.Arora	:	Comparative public Administration (in Hindi & English)
7	F. W. Riggs and (Ed.) ward weidner	:	Methods and Priorities in the comparative Study of public administration.
8	Hermah Finner	:	Theory and practice of Modern Government
9	Mackenzie and Grore	:	Central Administration in Britain.
10	Ridley and Blondel	:	Public Administration in france
11	Mc Hienry and ferguson	:	The American System of Government.
12	T. N. Chatturvedi	:	Comparative public administration (only in Hindi)

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PAPER - III
DEVELOPMENT ADMINISTRATION
(Paper Code - 0396)

UNIT-I Concept, Importance, and Scope of Development Administration Evolution of the theory of Development Administration public Administration and Develop. Administration Development-Non-Development Dichotomy. Concept of Administrative Development.

UNIT-II Concept of Development and modernisation Concept of Economic Development, Political Development and Social Change Features of Public Administration in Development Countries.

UNIT-III Planning Machinery in India at Central and State level. Forms and patterns of public Enterprises with reference to India Command Area Development and Integrated Rural Development: Their Purpose and Organizational setup.

UNIT-IV Rural Development - its concept, Environmental Factor in Rural Development: Dimensions of Rural Poverty: Rural Development policy and strategy.

UNIT-V Approaches to Rural Development - a brief Survey of Various Rural Development Scheme i. e. community Development projects Integrated Rural Development programme, Antyodaya etc Administration for Rural Development.

BOOKS RECOMMENDED:

1 Avasthi and R.K. Arora (Ed.) : Bureaucracy and development in India
2 S.P. Verma and S.K. Sharma : Development Administration
3 C. N. Bhalerao (Ed.) : Administration, politics and Development in India.
4 R. Braibanti and J.J. Spengler : Administration and Economic development in India.
5 V.A.Pal Panardiker (Ed.) : Frontiers of development administration.
6 U.N.O. : Development Administration. Current Approaches and Trends in Public Administration for National Develop ment.
7 S. K. Sharma (Ed.) : Dynamics Development (Two Volumes.)
8 Arwing Swerdlow (Ed.) : Development administration concepts and problems.
9 Edward Weidner (Ed.) : Development Administration in Asia.
10 Tarlok Singh : India's Development Experiences.
11 O.P.Dwivedi & R.B.Jain : India's Administration State
12 R. B. Jain : Bureaucratic Values in Development
13 C. M. Jain : Dynamics of Development Administration.
14 Journal of Social and Economic studies, Vol.-2 No.-4 (October December 1985.

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PAPER - IV (A)
LOCAL SELF GOVERNMENT IN INDIA
(Paper Code - 0397)

UNIT-I Meaning of Local self-Government; Essential features, scopes and importance of Local self-Government.

UNIT-II Evolution of Local Self Government in India.

UNIT-III Organisation and Functions of Municipalities/Municipal corporations; Municipal Personnel Municipal Finance Committee System State Control over the Municipal Administration, problems of Municipal Administration with reference to urban Development.

UNIT-IV Concept of Panchayati Raj; Organization and working of the three tier panchayati Raj institutions; State control over P.R. Institutions.

UNIT-V Political parties and pressure politics in Local self-Government, Official and Non Official Relationship (Deliberative-Executive Relationship) Reforms in Local self-Government.

BOOKS RECOMMENDED:

1. S.R. Maheshwari : Local Government in India (in Hindi & English)
2. S. R. Nigam : Local self-Government
3. Hugh Thinker and Burma : The foundations of Local self-Government in India, Pakistan
4. Harold, F. Alderfer : Local Government in Developing Countries.
5. G. Ram Raddy : Panchayati Raj in India
6. R. B. Jain (Ed.) : Panchayati Raj
7. R. Argal : Municipal Government in India.
8. V.V.Rao & NiruHazarika : Local Government in India.
9. Publications on municipal Administration by the Indian Institute public Administration (I.I.P.A.)
10. H. C. Sharma : Local Government in India (in Hindi)
11. V. M. Sinha : Bharat me Nagriy Sarkar
12. Ashok Sharma : Local Government in India (in Hindi)

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PAPER - IV (B)
PUBLIC SECTOR MANAGEMENT AND INDUSTRIAL RELATION
(Paper Code - 0398)

UNIT-I Nature of public utilities and their regulation. The role of public enterprises in national economy problems of Nationalization.

UNIT-II Forms of Organisation, Government control, parliamentary accountability.

UNIT-III Managerial personnel, Finance Pricing. The consumer and Public Enterprises.

UNIT-IV Problems of Industrialization The Social structure of Industry.

UNIT-V Labour welfare and its influence on Industrial efficiency Industrial housing and slum clearance Role of trade unions. Social security in India U. K. and U.S.A. (while the study will be made in relation to the situation in India brief outline of the problem obtaining in U.K. and U.S.A. shall also be given with regard to management of public Enterprises.)

BOOKS RECOMMENDED:

1 S. S. Khera : Government in Business
2 A. H. Hanson : Public Enterprises and Economic Development
3 Laxmi Naranin : Principles and practice of public Enterprise management
4 R. S. Arora : Administration of Government Industries.
5 W. A. Robson : Nationalised Industry and public Ownership.
6 N. N. Mallya : Public Enterprises in India Their Control and Accountability.
7 U.N.O. : Organisation and Administration of public Enterprises Selected papers.
8 U.N.O. : Organisation, Administration and supervision of public Enterprises in Developing Countries.
9 B. C. Mathur : Lok Udhyog Kaprabandh (in Hindi)
10 A.R.C. : Report on public undertaking.

PAPER - IV (C)
SURVEY REPORT

Each candidate who offers this paper shall prepare a Survey report under the supervision of a member of the teaching staff He shall maintain a practical Note Book in which plans of Research design drafts of research instruments and Field notes will be regular recorded The reports shall be based on first hand field work done by the candidate. The study hall be approved by the Head of the Department.

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