Semester wise :

Scheme of M.A ( Public Administration) Course w.e.f 2004-05.

FIRST SEMESTER:

COURSE i) Administrative Theory 100 marks
ii) Financial Administration 100 marks
iii) Research Methods in Public Admn. 100 marks

SECOND SEMESTER:

COURSE iv) Organizational Behaviour 100 marks
v) Administrative Thought 100 marks
vi) Indian Administration 100 marks

THIRD SEMESTER ( Note : Out of six optional papers students are required to opt any two papers).

COURSE vii) Development Administration ( compulsory) 100 marks
viii) Development of Public Enterprises ( Optional ) 100 marks.
ix) Personal Admn. in India & U.K. ( Optional) 100 marks.
x) Administrative Law in India ( Optional) 100 marks.
xii) Local Administration of Environment ( Optional) 100 marks.
xii) Administration of Environment ( Optional) 100 marks.
xiii) Social Welfare Admn. in India ( Optional ) 100 marks.

FOURTH SEMESTER ( Note of six optional papers students are required to opt any two papers).

COURSE xiv) Administrative Techniques ( Compulsory) 100 marks.
xiv) Public Policy ( Optional) 100 marks.
xv) Public Relations Optional 100 marks.
xvi) Labour Welfare Admn. in India ( optional ) 100 marks.
xvii) Some aspects of Public Admn. in India ( Optional 100 marks.
xviii) International Administration ( Optional) 100 marks.
xix) Comparative Administrative System in Development Countries 100 marks.
M.A ( Public Administration )
COURSE 1

Administrative Theory

Maximum marks :100

UNIT 1

2. Public Administration as an Art or Science.

UNIT 2

4. Theories of Organization: Classical, Neo Classical and Modern theory.

UNIT 3

8. Delegation, Decentralization, line Staff and Auxiliary agencies, Headquarters and field relationship.

UNIT IV

11. Accountability and control—Executive, Legislative, Judicial, Citizen and Administration.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.
FIRST SEMESTER:

M.A (PUBLIC ADMINISTRATION) COURSE ï II
FINANCIAL ADMINISTRATION, (COMPULSORY)

Maximum marks: 100

UNIT ï I
3. Essentials of Budgeting.

UNIT ï ï II
5. Formulation of Budget.
6. Enactment of Budget.
7. Execution of Budget and Control over expenditure.
8. Audit and Accounts.

UNIT ï ï III

UNIT-IV
14. Financial Relations between State and the Centre.
15. Tax Administration in India ï Organization and working.

Note:- Paper setter is requested to set at least two questions from unit requiring the students to attempt at least one question from each unit.
BOOKS RECOMMENDED : COURSE I & II

1. Prem Chand: Control of Public Expenditure in India, New Delhi, 1963.
7. Report of ARC: Central Directorate. Centre state Relations
Finance audit and accounts. 
6

FIRST SEMESTER
M.A. ( PUBLIC ADMINISTRATION )

COURSE II

RESEARCH METHODS IN PUBLIC ADMINISTRATION ( COMPULSORY )

Maximum marks : 100

UNIT I
2. Theory building and behavioural research in Public Administration.
3. Research Design: Meaning and formulation of research design.

UNIT II
4. Meaning and Types of sampling.
5. Meaning and formulation of hypothesis.
7. Content Analysis.

UNIT III
11. Data Collection Methods – Case Study.

UNIT IV
13. Mean deviation and standard deviation.
15. Correlation.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.
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<th>No.</th>
<th>Author(s) and Title</th>
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SECOND SEMESTER:
M.A. ( PUBLIC ADMINISTRATION
COURSE i IV
ORGANIZATIONAL BEHAVIOUR ( COMPULSORY)

Maximum marks : 100

UNIT i I

1. The Study of the organization meaning, Importance, approaches and properties of organization.
3. Typology of Organization: Organisational goods, importance of goals, the concept of Organizational goal, goal setting process.

UNIT-II

5. Personality: Meaning, determinants of personality, Theories on personality.
6. Attitude:- Meaning, characteristics and components, attitude and behaviour, measurement of attitudes, attitudes and productivity, cognitive Dissonance theory and it’s application.

UNIT-III

7. Group Dynamics : Meaning Types of Groups, Group, size, status, Group norms and cohesiveness, Models of Group Behaviour.
8. Organizational conflict:- Meaning features, Constructive and Destructive conflict, Stages and types of conflict and episode, Conflict management.

UNIT-IV

9. Organizational effectiveness : Concept, approaches to Organizational effectiveness, Maximization V/s optimization of effectiveness, Organizational and Managerial effectiveness, Factors in organization effectiveness.
10. Organizational change: Meaning planned change, processes in planned change, Human reaction to change, change agents and organizational failure to change.
Note:- Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE II IV

SECOND SEMESTER:
M.A. (PUBLIC ADMINISTRATION)
COURSE IV
ADMINISTRATIVE THOUGHT (COMPULSORY)

Maximum marks : 100

UNIT I
1. Kautilya
2. Mahatma Gandhi
3. Jawaharlal Nehru

UNIT II
4. Henri Fayol
5. Frederick W. Taylor

UNIT III
7. George Elton Mayo
8. Chester L. Barnard

UNIT IV
10. Abraham Maslow
11. Friderick Herzberg
12. Douglas Mc Gragor

Note: Paper setter is requested to set at least two questions from unit requiring the students to attempt at least one question from each unit.
BOOKS RECOMMENDED COURSE NO-V

SECOND SEMESTER:
M.A ( PUBLIC ADMINISTRATION) COURSE-VI
INDIAN ADMINISTRATION ( COMPULSORY)
Maximum marks :100

UNIT ï I
1. Evolution of Indian Administration: Kautilya, Mughal period, British period.
2. Environmental Setting of India Administration- parliamentary Democracy
Federalism, Democratic Socialism, Judicial Activism.

UNIT-II
3. Political Executive at the Union and State Level: President, Prime
Minister, Council or Ministers, Cabinet Committee, Governor, Chief
Minister, Council of Minister.
4. Centre- State Relations: Legislative, Administrative, Sarkaria Commission
Report on Central ë State relations.

UNIT-III
5. Structure of Central Administration:- Secretariat, Cabinet Secretariat,
Ministers and Departments.
6. Structure of State Administration:- Chief Ministers Secretariat and Chief
Secretary.
7. Machinery for Planning :- Plan formulation at the National level, National
Development Council, Planning Commission, Planning Machinery at the
State District level.

UNIT ï IV
8. Administration of law and Order :- Role of Central and State Agencies in
maintenance of Law and order.
9. District Administration, Criminal Administration.

Note: Paper setter is requested to set at least two questions from each unit
requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO. VI
2. Sharma, S.R:

3. Maheshwari, S.R:
Indian Administration, Orient London, New Delhi.

4. Singh, Hoshiar and Singh Mohinder:

5. Khera, S.S:
District Administration in India.
6. Jain, R.B:
Contemporary issues in Indian Administration, Vishal Publication, Delhi 1976.
THIRD SEMESTER M.A. (PUBLIC ADMINISTRATION)
COURSE VII
DEVELOPMENT ADMINISTRATION (COMPULSORY)
Maximum marks: 100

Note: Out of six optional papers students are required to opt. any two papers.

UNIT I
1. Development Administration: Meaning Nature and Scope, Development Administration and General Administration.
2. Concept of Sustainable Development: Socio-economic context of Development Administration.

UNIT II
6. Role of Public Enterprises in Development, role of Cooperatives, Private Sector and Non-Governmental organizations in Development.

UNIT III
7. Rural Bureaucracy and Rural Development.

UNIT IV
10. Development Administration and Traditional Development Administration Dichotomy.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.
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<tr>
<th>No.</th>
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<th>Title</th>
<th>Publisher/Location</th>
<th>Year</th>
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<tr>
<td>2.</td>
<td>Singh, Tarlok</td>
<td>Development Experience</td>
<td>New Delhi</td>
<td>1974</td>
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<tr>
<td>7.</td>
<td>Panadikar, Pai</td>
<td>Development Administration in India</td>
<td>New Delhi</td>
<td>1974</td>
</tr>
</tbody>
</table>
15
THIRD SEMESTER
M.A. ( PUBLIC ADMINISTRATION )
COURSE ï VIII
ADMINISTRATION OF PUBLIC ENTERPRISES IN INDIA ( OPTIONAL)
Maximum marks:100

UNIT-I
1. Concept and growth of Public enterprises in India, Objectives and role of Public Enterprises.
2. Forms of Public enterprises: Departmental undertaking, Statutory Corporations, Government Companies including holding companies, joint sector enterprises.

UNIT-II
5. Accountability and control of Public Enterprises:- Parliamentary, Ministerial and Audit controls.

UNIT ï III

UNIT- IV

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.
BOOKS RECOMMENDED: COURSE No. VIII

THIRD SEMESTER
M.A. (PUBLIC ADMINISTRATION) COURSE IX
PERSONNEL ADMINISTRATION IN INDIA AND U.I. (OPTIONAL)
Maximum marks: 100

UNIT I

UNIT-II
3. Recruitment: Concept, Policies and Methods of recruitment of Government of India with special reference to All India Services, Recruitment procedure in U.K.
4. Recruitment agencies at Union and State level, Problems of recruitment.

UNIT-III
5. Promotion: Methods of promotion, Performance Appraisal, Promotion procedure for Civil Services in India, Reforms in promotion system, Promotion procedure for Civil Service in U.K.
6. Training: Objectives of training, types of training, Training Methods, Training Institute in India, Training for Civil Services in India with special reference to all India Services, Training of Civil Services in U.K.

UNIT-IV

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO IX
1. Stahal, O. Glenn: Public Personnel Administration
2. Maheshwari, S.R: Civil Service in Great Britain.

UNIT ï ï
2. Constitutional Law and Administrative Law, Droit Administrative, Concept of rule of Law.

UNIT ï ï ï
4. Administrative Action:- Quasi Legislative, Quasi Administrative and Quasi Judicial action.
5. Administrative discretion and Judicial control.
6. Delegated Legislation :- Need, classification and control Mechanism.

UNIT-III
7. Administrative Tribunals - Need, Problems and modes of adjudication.

UNIT IV
10. Institution of Ombudsman in India: Lokpal and Lokyakta.
11. Relief and Remedies against Administration: Remedies through Writs i.e.
   (a) Writ of Habeas Corpus.
   (b) Writ of Mandamus.
   (c) Writ of Certiorari.
   (d) Writ of Quo Warranto.
12. Constitutional Protections for Civil Service.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED COURSE NO- X
5. S. Chhabra: Administrative Tribunals (New Delhi).
6. S.M. Mehta: Constitutional Law in India (New Delhi).
THIRD SEMESTER
M.A ( PUBLIC ADMINISTRATION ) COURSE ï XI
LOCAL GOVERNMENT IN INDIA ( OPTIONAL)
Maximum marks :100

UNIT ï I
1. Meaning , Scope and Significance of Urban Local Government.
2. Evolution of Local Government in India.
3. Features of Urban and Local Government in India.

UNIT ï II
4. Structure and Functions of Urban Local Governments in India.
6. Finances of Urban Local Governments in India.

UNIT-III
9. Finances of Panchayat Raj Institutions in India.

UNIT ï IV
10. Role of Deputy Commissioner in Panchayat Raj Institutions.
11. Role of Block Development Officer in Rural Development Programmes.
12. Relations between Cooperatives and rural Local bodies.

BOOKS RECOMMENDED COURSE NO. XI

1. Maheshwari , S.R: Local Government in India, Agra
   Lakshmi Naraian, Aggrawal ,Latest ed.

2. Bhayana , Sahib Singh: Local Government in India, New
   Academic publishing company , Jalandhar, 1986.

   New Delhi.

4. Kaushik, S.K: Leadership in Urban Government in
   India Kitab Mahal , Allahabad, 1986.

5. Singh, K.N. and Singh,D.N. (ed.) Rurall Development in India , Babaras
   Hindu University, Varanasi.
8. Jain, L.C. Grass (ed.):

9. Singh, Sahib and Singh, Swinder:
Local Government in India, New Delhi, 1982.

10. Bhatnagar, S:
Rural Local Development in India, Light and Life publishers, New Delhi, 1992.

11. Mishra, S.N:
New Horizons in Rural Development Administration, Mittal publication, New Delhi, 1989.

12. Khanna, B.S:

13. Singh, Mohinder:

14. Singh, Mohinder:
THIRD SEMESTER
M.A. ( PUBLIC ADMINISTRATION COURSE ï XII
ADMINISTRATION OF ENVIRONMENT ( OPTIONAL)
Maximum-100.

UNIT ï I
2. Evolution of environmentism in India.
3. Sustainability: Meaning and objectives, Sustainable Development.

UNIT-II
4. Social Sciences and Environment.
5. People participation in environments conservation.
6. Environments movements in India.

UNIT ï III
7. Machinery for Environmental protection in India Role of Public Administration.
8. Training for environment management.

UNIT-IV
11. Environment Policies in India.
12. a. Social Fores -try
    b. Wild life conservation.
    c. Water and Air pollution.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.
BOOKS RECOMMENDED COURSE NO. XII


THIRD SEMESTER
M.A. (PUBLIC ADMN.) COURSE ï XIII
SOCIAL WELFARE ADMINISTRATION IN INDIA
(OPTIONAL)
Maximum marks : 100

UNIT-I
1. Meaning Nature, Scope and principles of Social Welfare Administration,
   Evolution and Characteristics of Welfare State.
2. Analysis of relevant Constitutional provisions relating to Social Welfare,
   Brief account of Social Welfare programmes in India.
3. Post Independence social Legislation with special reference to Legislation
   for women, children and untouchability.

UNIT ï II
5. Social Welfare Services and Social Security Services ï a critical study.
6. Role of Non-Government organization /agencies.

UNIT-III
8. Department of Women and Child Welfare, Central Social Welfare Board,
   its composition & functions.
9. Organization at the State level: - Directorate of Social Welfare and State
   Welfare advisory Board.


12. National Commission for SCs and STs, Parliamentary Committee for Scheduled Castes and Scheduled Tribes.

Note: Paper setter is requested to set at least two questions from unit requiring the students to attempt at least one question from each unit.

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BOOKS RECOMMENDED COURSE NO. XIII


25
FOURTH SEMESTER
M.A. (PUBLIC ADMN.) COURSE ï XIV
ADMINISTRATION TECHNIQUES (COMPULSORY)
(Note: Out of six optional paper students are required to opt. any two papers
Maximum marks: 100)

UNIT ï I
1. Work study and work Measurement.
2. Time Management and Stress Management.

UNIT ï II
3. Operational Research.
4. Computerization in Administration and MIS.

UNIT ï III
5. Management by Objective and its application in Public Administration.

UNIT-IV
7. O.D. Techniques in Public Administration.

Note: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED: COURSE XIV

1. R. Curries and Faraday:
   Work Study, Pitman Longman.
2. Srinath, D.S. Pert and CPM:
   Principles and applications East West Press, New Delhi, 1975.
3. United Nations:
   Use of Modern Management Techniques in Public Administration, Developing countries.
4. L.L.Q:
FOURTH SEMESTER  
M.A. (PUBLIC ADMINISTRATION) COURSE-XV  
PUBLIC POLICY (OPTIONAL)  
Maximum marks -100

UNIT I
2. State Organs of Public Policy Making.

UNIT II

UNIT III
5. Public Policy Making : Dror’s Model.  

UNIT IV
7. Politics of Policy Making : Role of interest groups and pressure groups.  
8. Public Policy analysis and evaluation.

NOTE: Paper setter is requested to set at least two questions from each unit requiring the students to attempt at least one question from each unit.

BOOKS RECOMMENDED : COURSE NO. XV
1. Lindbloom, Charkes E : The Policy Making Process,  

UNIT I
2. The Practice of Public Relations: Scope of the Practice, Planning for Public relation, Objection and aims.
3. Ministry of Information and Broadcasting its organization role, Department of Public relation- Organization, function & role.

UNIT II
5. Aids to PR: Photography, exhibitions and trade fairs, Radio and Television.

UNIT III
6. Publicity Techniques: Avenues of Publicity, Features, Professional code of Professional Ethics and conduct.
7. Employees relations.
8. Public Relations Marketing and Sales: Meaning product publicity, feature, objectives and programmes, Consumer relations and programs.

UNIT IV
9. Feed back and evaluation: Feed back, Departmental evaluation, Professional evaluation.
10. Research: Common objectives of research Types of research.

Note: Paper setter is requested to set at least two questions from unit requiring the students to attempt at least one question from each unit.
28
FOURTH SEMESTER
M.A (PUBLIC ADMINISTRATION) COURSE NO. XVI
LABOUR WELFARE AND ADMINISTRATION IN INDIA (OPTIONAL)
Maximum marks- 100

UNIT I
2. Social Security: Meaning, Significance, Social security measures undertaken for labour in India.

UNIT II
5. Trade Unionism: History of trade union movement in India, Problems of trade unionism.
6. Concept of Workers participation: meaning, significance and mode of participation, workers participation in India: a critical analysis.

UNIT-III
7. Problems of organized and unorganized Labour in India.

UNIT-IV
11. Role of ULO.
12. Problems of recruitment of Industrial Labour in India, role of employment exchange and other agencies.
Note: Paper setter is requested to set at least two questions from unit requiring least one question from each unit.

29

BOOKS RECOMMENDED : COURSE NO. XVII


2. K.N. Vaid: Labour Welfare in India (Sri. Ram centre for Industrial Relations New Delhi).


5. K.M. Subramaniam: Labour Management Relations in India (Asia publishing House Bombay).

6. T.N. Bhagoliwal: Economic of Labour and Industrial Relations.


Labour Welfare & Social Security Legislation in India (Deep and Deep New Delhi)


30

FOURTH SEMESTER
M.A. (PUBLIC ADMN.) COURSE NO. XVIII
SOME ASPECTS OF PUBLIC ADMINISTRATION IN INDIA (OPTIONAL)
Maximum marks: 100

UNIT I
1. Major issues of Law and order in India, Causes of disorders and crime in India.
2. Police Organisation and its role at the national, State and District level.

UNIT II
4. Agriculture in Five Year Plans.
5. Recent Agricultural Policies.
6. Organization of Agriculture Union Ministry and State Department of Agriculture.

UNIT III
8. Problems of Education in Developing Countries with special reference to India.
9. Education and five year Plans, approaches, priorities and investments.

UNIT-IV
Note: Paper setter is requested to set at least two question from each unit requiring the students to attempt at least one question from each unit.

31. BOOKS RECOMMENDED: COURSE NO. XVIII

2. S.C. Mishra: Police Administration in India, National Police Academy.
7. Indian Institute of Public Administration, New Delhi, Management of Agricultural.
12. J.P. Naik: Policy and Performance in Indian Education.
16. Ministry of Health: Annual Reports.
17. G. Borakar: Health in Independence India.

32
FOURTH SEMESTER : COURSE NO. XIX
INTERNATIONAL ADMINISTRATION (OPTIONAL)
Maximum marks: 100

UNIT I
1. International Administration till the Second World War with special reference to the League of Nations.

UNIT II
3. Major Functions of the UN.
4. Specialized Agencies of the UN: UNESCO and UNICEF.

UNIT III
5. Specialized Agencies of the UN: ILO and WHO.
8. Proposals for Reform.


FOURTH SEMESTER
COMPARATIVE ADMINISTRATIVE SYSTEM IN DEVELOPING COUNTRIES
(OPTIONAL)
Maximum marks -100

UNIT ï I
1. The concept nature and growing significance of comparative public administration.
2. Evolution of Comparative public administration such for universal patterns.

UNIT ï II
3. Post colonial legacies futures of administration systems in developing countries.
4. Approaches to study of public administration: Institutional Behavioral and policy analysis.

UNIT ï III
5. Fundamental Rights contribution: The Concept of Primitive society.

UNIT ï IV
7. Development administration, the Marxian and Neo Marxian perspective.
8. Socialist and Third word Models.

Reading : Course ï xx


SYLLABUS OF M.PHIL ENTRANCE EXAMINATIONS SESSION 2009-10
ADMINISTRATIVE THEORY (Course No.-I)

UNIT Ⅰ
2. Public Administration as an Art or Science.

UNIT Ⅱ
4. Theories of Organization : Classical, Neo classical and Modern theory.

UNIT Ⅲ
8. Delegation, Decentralization, line Staff and Auxiliary agencies, Head quarters and field relationship.
11. Accountability and control - Executive, Legislative, Judicial, Citizen and Administration.

FINANCIAL ADMINISTRATION (COURSE NO.-II)

UNIT I
3. Essentials of Budgeting.

UNIT II
5. Formulation of Budget.
6. Enactment of Budget.
7. Execution of Budget and Control over expenditure.
8. Audit and Accounts.

UNIT III

UNIT-IV
14. Financial Relations between State and the Centre.
15. Tax Administration in India - Organization and working.

COURSE III
RESEARCH METHODS IN PUBLIC ADMINISTRATION

UNIT I
1. Social Science Research - Nature and Scope.
2. Theory building and behavioural research in Public Administration.
3. Research Design: Meaning and formulation of research design.

UNIT-II
4. Meaning and Types of sampling.
5. Meaning and formulation of hypothesis.
Observation.
11. Data Collection Methods – Case Study.

UNIT IV
13. Mean deviation and standard deviation.
15. Correlation.

COURSE –IV
ORGANIZATIONAL BEHAVIOUR

UNIT I
1. The Study of the organization meaning, Importance, approaches and properties of organization.
3. Typology of Organization: Organisational goods, importance of goals, the concept of Organizational goal, goal setting process.

UNIT II
5. Personality: Meaning, determinants of personality, Theories on personality.
6. Attitude: Meaning, characteristics and components, attitude and behaviour, measurement of attitudes, attitudes and productivity, cognitive Dissonance theory and its application.

UNIT III
7. Group Dynamics: Meaning Types of Groups, Group, size, status, Group norms and cohesiveness, Models of Group Behaviour.
8. Organizational conflict: Meaning features, Constructive and Destructive conflict, Stages and types of conflict and episode, Conflict management.

UNIT IV
9. Organizational effectiveness: Concept, approaches to Organizational effectiveness, Maximization V/s optimization of effectiveness, Organizational and Managerial effectiveness, Factors in organization effectiveness.
10. Organizational change: Meaning planned change, processes in planned change, Human reaction to change, change agents and organizational failure to change.
11. Organizational development: Definition, characteristics and objectives, Organizational development process, Organizational development interventions.

COURSE-V
ADMINISTRATIVE THOUGHT

UNIT I
1. Kautilya
2. Mahatma Gandhi
3. Jawaharlal Nehru

UNIT-II
4. Henri Fayol
5. Frederick W. Taylor

UNIT-III
7. George Elton Mayo
8. Chester L. Barnard

UNIT- IV
10. Abraham Maslow
11. Frederick Herzberg
12. Douglas McGregor

COURSE-VI
INDIAN ADMINISTRATION

UNIT I
1. Evolution of Indian Administration: Kautilya, Mughal period, British period.
2. Environmental Setting of India Administration- parliamentary Democracy, Federalism, Democratic Socialism, Judicial Activism.

UNIT-II
3. Political Executive at the Union and State Level: President, Prime Minister, Council or Ministers, Cabinet Committee, Governor, Chief Minister, Council of Minister.
5. Structure of Central Administration: Secretariat, Cabinet Secretariat, Ministers and Departments.

6. Structure of State Administration: Chief Ministers Secretariat and Chief Secretary.

7. Machinery for Planning: Plan formulation at the National level, National Development Council, Planning Commission, Planning Machinery at the State District level.

UNIT ï IV

8. Administration of law and Order: Role of Central and State Agencies in maintenance of Law and order.
9. District Administration, Criminal Administration.

COURSE –VII

DEVELOPMENT ADMINISTRATION

UNIT ï I

1. Development Administration: Meaning Nature and Scope, Development Administration and General Administration.
2. Concept of Sustainable Development: Socio-economic context of Development Administration.

UNIT ï II

6. Role of Public Enterprises in Development, role of Cooperatives, Private Sector and Non-Governmental organizations in Development.

UNIT-III

7. Rural Bureaucracy and Rural Development.

UNIT- IV

10. Development Administration and Traditional Development Administration Dichotomy.

COURSE –VIII

ADMINISTRATION TECHNIQUES

UNIT ï I

1. Work study and work Measurement.
2. Time Management and Stress Management.
4. Computerization in Administration and MIS.

5. Management by Objective and its application in Public Administration.

UNIT-IV
7. O.D. Techniques in Public Administration.