

MAULANA AZAD NATIONAL URDU UNIVERSITY

All PG Programme (PGPA201GET)

Generic Elective, Credits: 4

II Semester: Paper- INTRODUCTION TO PUBLIC ADMINISTRATION

UNIT-I INTRODUCTION

1. Public Administration: Meaning, Definitions, Nature and Scope and importance
2. Difference between Public Administration and Private Administration
3. Relationship with other Social Sciences

UNIT-II: BASICS CONCEPTS OF ADMINISTRATION

1. Organisation: Formal and Informal Organisation
2. Principle of Organisation: Hierarchy, Span of Control, Unity of Command, Coordination, Delegation, Centralisation and Decentralisation, Supervision and Control
3. Bases of Organisation: Purpose, Process, Persons and Place

UNIT- III: STRUCTURE OF ADMINISTRATION

1. Chief Executive: Types , Functions and Role
2. Line, Staff and Auxiliary Agencies
3. Public Corporation, Department and Board

UNIT-IV ADMINISTRATIVE BEHAVIOUR

1. Authority and Leadership
2. Decision- Making
3. Motivation and Communication

Suggested Reading:

1. Abdul Qayum, II Edition (2014) Nazmo Nasq Amma, Nisab Publications, Hyderabad .
2. A. Avasthi and S.R Maheshwari, Public Administration, Laxmi Narain Publications , Agra.
3. Basu, Rumki, (1996) Public Administration: Concepts and Theories, Sterling, New Delhi,
4. B.L. Fadia and Kuldeep Fadia(2009) , Public Administration: Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra.
5. Dimoc Marshal E and Gladen Dimoc (1983) Public Administration.
6. F.A. Nigro, Modern Public Administration
7. EN Gladen, An Introduction of Public Administration
8. L.D. White,(1955) Introduction to the Study of Public Administration, Mac Millan,
9. Mohit Bhattayacharya,(1987) Public Administration, Calcutta,
10. M.P. Sharma,(1987) Public Administration: Theory and Practice, Kitab Mahal, Allahabad.
11. Pfiffner J.M.,(1965) Public Administration, New York.
12. Saroj Kumar Jena,(2001) Fundamentals of Public Administration, Anmol Publications, New Delhi.
13. W.F. Willoughby, Principles of Public Administration

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MA Public Administration

Semester - I

Paper – I Political Thought

Core Course (MAPA104CC) - Credits: 4

UNIT I: Classical Political Thought

1. Political Theory, Political Thought and Political Philosophy: Conceptual Distinctions.
2. Greek Political Thought: Socrates
3. Plato
4. Aristotle

UNIT II: Medieval Political Thought

1. Thomas Aquinas – State and Church
2. Machiavelli's contribution to Political Thought
3. Social Contractualists -Hobbes, Locke and Rousseau
4. Bodin, Bentham and Mill


UNIT III: Origin & Development of Socialist Political Thought


1. Hegel
2. Marx and Engels
3. Lenin and Stalin
4. Mao Zedung

UNIT IV: Indian and Modern Political Thought


1. Indian Political Thinkers – Kautilya, Gandhi and Ambedkar
2. John Rawls
3. Robert Nozick
4. Antonio Gramsci


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Suggested Readings

1. Mckanzie Brown, White Umbrella
2. Tudor Jones, modern Political Thinkers and Ideas an Historical Introduction.
3. Sabine, G.H; A History of Political Theory
4. W.T. Jones, Masters of Political Thought I & II
5. Wayper, Political Thought
6. Mujeeb, Mohd; Tareeq Phalsapha Siyasiyat, Tareqi Urdu Board, New Delhi.
7. Quayum, Abdul Siyasi phalsapha, Nisaab Publishers, Hyderabad – 2009.
8. Qidwai Hashim, Europe Ke Azeem Siyasi Mufakkareen, Taraqqi Urdu Board, New Delhi.

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COMPARATIVE LOCAL GOVERNMENT: INDIA, UK, USA AND FRANCE

COURSE- M.A. PUBLIC ADMINISTRATION

SEMESTER- IV Core Course (MAPA403CC), Credits: 4

UNIT-I LOCAL GOVERNMENT OF INDIA

- 1) Historical Perspective
- 2) Organisational and Functional Perspective
- 3) Financial Perspective
- 4) Challenges of Local Government

UNIT-II LOCAL GOVERNMENT OF UK

- 1) Historical Perspective
- 2) Organisational and Functional Perspectives
- 3) Financial Perspective
- 4) Challenges of Local Government

UNIT-III LOCAL GOVERNMENT OF USA

- 1) Historical Perspective
- 2) Organisational and Functional Perspectives
- 3) Financial Perspective
- 4) Challenges of Local Government

UNIT-IV LOCAL GOVERNMENT OF FRANCE



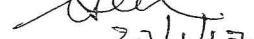
- 1) Historical Perspective
- 2) Organisational and Functional Perspectives
- 3) Financial Perspective
- 4) Challenges' of Local Government







UNIT-V COMPARATIVE STUDY OF LOCAL GOVERNMENT: INDIA, UK, USA AND FRANCE

- 1) Historical Perspective
- 2) Organisational and Functional Perspectives
- 3) Financial Perspective
- 4) Challenges' of Local Government

Reference:

1. Andrew M. Cuomo and Rossana Rosado, (2011) Local Government Hand Book, New York.
2. Andrew Knapp and Vincent Wright, (2006) The Government and Politics in France, Routledge.
3. David Wilson and Chris Game, (2011) Local Government in United Kingdom, Palgrave,
4. Gyanchand, (1987). Local Finance in India. Kitabistan Publishers, Allahabad
5. J.A. Chandler (2001), Local Government Today, Manchester University Press.
6. J.A. Chandler (200) Explaining Local Government: Local Government in Britain since 1800, Manchester University Press.
7. Jisun Youm and Richard Feiock, (2015) Local Government in United States, Oxford University Press. UK
8. M.A. Mutalib, (1982) Theory of Local Government, Sterling Publishers . New Delhi, 1982.
9. Maheshwari, S.R. (1970), Local Government in India, Laxmi Narain Aggarwal, Agra.
10. Martin Minogue (1977) Local Government in Britain, Vol I, & II, Cambridge University UK.
11. Pradeep Sachdeva, (2011) Local Government in India, Pearsons Education of India, New Delhi.

12. Richard D. Bingham, Managing Local Government: Public Administration in Practice, Cleveland State University, Cleveland, Ohio, Sage Publication.
13. Sharama, M.P., (1995), Local Self Government in India, Kitab Mahal, Allhabad
14. S.R. Nigam (1997) Local Finance Government with reference to Indian Government
15. Tony Byrne(1990), Local Government in Britain, Penguin UK, 5th Edition,
16. T.N. Chaturvedi and A. Dutta (1984) (eds.), Local Government, IIPA, New Delhi.
17. Vincent Ostrom, Robert L Bish and Elinor Ostrom,(1988) Local Government in the United States, ICS Press, 1988.
18. W. Eric Jackson,(1950) The Structure of Local Government in England and Wales, Longmans, New York.
19. W. Eric Jackson, (1950)The Structure of Local Government in England and Wales, Longmans, New York.
20. Wright, V (1979) the Government and politics of France, London,

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MAULANA AZAD NATIONAL URDU UNIVERSITY

MA- Public Administration

IV Semester Discipline Specific Credits: 4

Paper- ADMINISTRATIVE LAW (MAPA402DS)

UNITI: Introduction

- 1) Meaning, Scope and Importance of Administrative Law
- 2) Evolution and Development of Administrative Law
- 3) Administrative Law and Rule of Law
- 4) Principle of Natural Justice

UNITII: Administrative Procedures

- 1) Doctrine of Separation of Powers
- 2) Delegated Legislation: Meaning and Definitions, Causes of Growth of Delegated Legislation and Safeguard in Delegated Legislation
- 3) Judicial Reviews- Conditions, Grounds and Limitations
- 4) Judicial Activism

Unit III: Administrative Adjudication

- 1) Administrative Adjudication-Meaning, Advantages and Disadvantages
- 2) Public Interest Litigation(PIL) : Meaning and Importance
- 3) Administrative Tribunals: Meaning Organisational Structure and Functions

Unit IV: Institutions for Redressal of Public Grievances

1. Institution of Ombudsman in India(Lokpal and Lokayuktas)
2. Central Vigilance Commission
3. Central Bureau of Investigation
4. Rights to Information Act: Its Significance and Impact on Administration

Suggested Readings:

- 1 Craig P.P. (2003) Administrative Law, London, Thomson.
- 2 Basu D.D., Comparative Administrative Law
- 3 Davis ,K.C., Administrative Law
- 4 Garner, J.F.(1976) Administrative Law.
- 5 Griffith and Street, Principles of Administrative Law
- 6 Justice Thakkar, Administrative Law, Lucknow
- 7 M.P. Jain, Administrative Law
- 8 MP Jain and S N Jain,(1988) Intezami Qanoon Ke Asool, NCPUL, New Delhi, 1998
- 9 Nado and Jain , Administrative Law
- 10 S.N. Jain, Administrative Tribunals in India, Indian Law Institute, New Delhi
- 11 Sathe S.P., Administrative Law in India
- 12 Vishnu Prasad, Principles of Administrative Law
- 13 Wraith and Hutchesson,(1976) Administrative Tribunals.

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MAULANA AZAD NATIONAL URDU UNIVERSITY

Department of Public Administration

BA Public Administration, Discipline Specific Credits:6 (BAPA501DST)

V SEMESTER Local Government in India

Unit-I Introduction

1. Meaning , Nature and Scope of Local Government
2. Features and Significance of Local Government
3. The 73rd Constitutional (Amendment) Acts 1992
4. The 74th Constitutional (Amendment) Acts 1992

Unit-II Urban Local Government in India

1. Municipal Corporation: Composition and Functions
2. Municipal Council: Composition and Functions
3. Urban Development Authorities and Contonment Boards
4. Challenges of Urban Government in India

Unit- III Rural Local Government in India

1. Village Panchyat: Composition & Functions
2. Intermediate Panchayat (Panchayat Samati/Mandal Panchayat): Composition & Functions
3. Zila Prishads: Composition & Functions
4. Challenges of Rural Government in India

Unit-IV – State - Local Relations

1. State Finance commission
2. State Election Commission
3. State – Local Relations
4. District Planning Board

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Books Recommended:

1. Avasthi A. (Ed.) 1972. Municipal Administration in India; Lakshmi Narayan Aggarwal: Agra.
2. Battacharya, B., 1979. Urban Development in India; Shree Publishing House: Delhi.
3. Bajpai, A., 2004 Panchyati Raj In India, New Delhi
4. Bhayana Sahib Singh, 1991, Local Government in India, New Academic Publications, Jalandhar
5. Gandhi, M.K. 1959. Panchayati Raj, Navjeevan Publishing House, Ahmedabad.
6. Jackson, R.M. The Machinery of Local Government, 1967, Macmillan, London.
7. Jain, S.P. (ed.), 1995, Panchayati Raj Institutions in India: An Appraisal. Hyderabad. NIRD, 1995.
8. Kumay Amma and Anitha, 1995 Financing of Urban Local Government, Printwell, aipur
9. Puri, K.K. 1985, Local Government in India, Bharat Prakashan, Jalandhar.
10. Puri, V.K. 2005. Local Government and Administration, Modern Publishers, Jalandhar.
11. Singh Sahab and Singh Swinder 1992, Public Administration Development and Local Administration, New Academic Publishing Company, Jalandhar.
12. Sachdeva, Pradeep. 1993. Urban Local Government and Administration in India, Kitab Mahal, New Delhi.
13. Maheshwari, S.R. 1970, Local Government in India, Laxmi Narain Aggarwal, Agra.
14. S.R. Maheshwari, Local Government in India, Lakshmi Narain Agrawal, Agra, 2003.
15. T.N. Chaturvedi and A. Dutta (eds.), Local Government, IIPA, New Delhi, 1984
16. M.A. Muttalib, Theory of Local Government, Sterling Publishers Pvt. Ltd. New Delhi, 1982
17. Debidas Nanda, Municipal Administration in India, Ganga Kaveri Publishing House, Varanasi, 1998.
18. Radhakumud Mookerji, Local Government in Ancient India (1985), Daya Publishing Delhi.
19. M. Venketarangaia & M. Pattabhiram, Local Government in India (1969) Allied, New Delhi.
20. Oomen M.A. & Abhjit Datta, 1995, Panchayat and Their Faienceance, ISS, New Delhi,
21. Singh U.B. 2004, Urban Administration in India, Serial Publication, New Delhi,
22. Quayum, Abdul, Hindustan Ki hukumat aur Siyasat, Nisab Publications, Hyderabad.

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