

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

A Central University established by an Act of Parliament in 1998  
(Accredited "A" Grade by NAAC)



Department of Public Administration

The following members were present in the BOS meeting held on 24-10-2018  
At 10.00 A.M.

Sl.no	Name	Designation	Member	Signature
1	Dr. Kaneez Zehra	HOD Pub Admn	Chair Person	 24/10/2018
2	Prof S.M. Rahmthullah	Professor Dept of Pub Admn	Member	 24/10/18
3	Dr. Abdul Quayum	Associate Professor Dept of Pub Admn	Member	 24/10/18
4	Dr. Syed Najiullah	Assistant Professor Dept of Pub Admn	Member	 24/10
5	Dr. Ishtiyag Ahmed	Assistant Professor Dept of Pub Admn	Member	 24/10/18
6	Dr. Ahmed Raza	Assistant Professor Dept of Pub Admn	Member	 24.10.18
7	Dr Rabbe Subhani S.	Associate professor DDE	Special Invitee	 24/10/18
8	Prof Sofi Ali	Professor Dept of Pub Admn. Osmania University	External Member	 24/10/18
9	Prof G. Srinivas Reddy	Prof Kakatiya University Warangal	External member	 24/10/18
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## Agenda

13.1. Reviewing the syllabus of UG 5<sup>th</sup> Semester " Elements of Public Administration" as Generic Elective .

13.2. Reviewing the syllabus of " Introduction to Indian Constitution " Generic Elective paper for PG III semester.

13.3 Change of title of PhD topic of Mr. Shujath Akther Rafiqui.

13.4 Allocation of supervisorship to Dr Ahmed Raza Asst Prof  
Dept of Pub Admn.

## Minutes of the meeting:

13.1 The Board discussed and approved the Syllabus of the above referred paper copy of approved syllabus placed at Annexure – I

13.2 Revision of the syllabus of Introduction to Indian Constitution -- PG Generic Elective 3<sup>rd</sup> Semester.

The Board discussed and approved the above referred paper and is placed at Annexure –II.

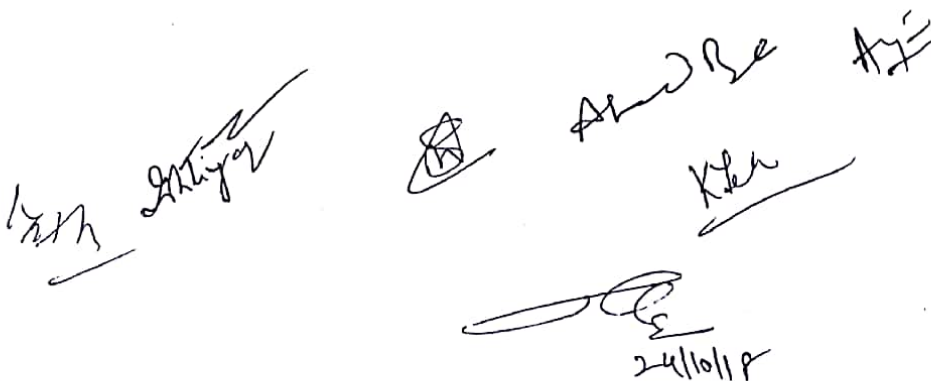
13.3 Change of the title of the topic of PhD of Mr. Shujath Akther Rafiqui . The Board has taken into considerations the recommendations of the DRC and approved the title as follows " Peoples Participation as a Yard stick of Good Governance : A Study of Rural development Programme in Kashmir.

13.2.1 Allocation of Research Supervisor to Dr Ahmed Raza Asst Prof .

in the department of Pub Admn the Board discussed the matter and found that he has fulfilled the eligibility criteria to be a Research Supervisor as per Regulations for PhD Programme of Manuu 2017 further the Board has taken into consideration the recommendations of the DRC held on 24-10-18 at 9.00 AM

The Board keeping in view the recommendation of the DRC Regulations of PhD Programme of Manuu 2017 has resolved and recommended that he may be allocated Research Supervisorship from academic year 2019-20.

The Board meeting ended with vote of thanks to all members.

  
24/10/18

**Course Code**  
UGPA 501GET

**Course Title**  
Elements of Public Administration  
Generic elective for UG

**Semester**  
V

**Scheme of Instruction**

Total Duration : 90 hrs  
Periods : 6  
Credits : 6  
Instruction Mode : Lecture

**Scheme of Examination**

Maximum Marks : 100  
Internal Evaluation : 30  
End Semester : 70  
Examination Duration : 3hrs

**Course Objective:**

1. To study and understand the basic concepts of public administration.
2. To study the basic principles of Public Administration.
3. To enrich the students with knowledge on fundamentals of administration..

**Course Outcomes:** The students will be able to understand the realities of public administration and will be in a position to interact with administration in a better way.

**Unit-I: Basic Concepts**

**Instructions Hrs**

- 1) Public Administration: Meaning and Nature 15 Hours
- 2) Scope and Importance of Public Administration
- 3) Evolution of Public Administration
- 4) Difference between Public Administration and private Administration

**Unit-II Relationship with other Social Sciences**

- 1) Public Administration and Political science 15 Hours
- 2) Public Administration and Economics
- 3) Public Administration and Sociology
- 4) Public Administration and Psychology

**Unit III: Principles of Organisation**

- 1) Division of Work and Coordination 15 Hours
- 2) Unity of Command and Hierarchy
- 3) Span of Control and Delegation
- 4) Centralization and Decentralization

**Unit-IV: Theories of Organisation -**

- 1) Classical theory 15 Hours
- 2) Human Relation theory
- 3) Behavioral theory
- 4) Ecological theory

*[Handwritten signatures and dates at the bottom of the page]*  
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### Unit V: Bureaucracy

1. Bureaucracy : Meaning and Concept
2. Features of Weberian Bureaucracy
3. Karl Marx on Bureaucracy
4. Criticism of Bureaucracy

15 Hours

### Unit VI: Agencies of Administration

1. Line Agencies
2. Staff Agencies
3. Auxiliary Agencies
4. Forms of Organization : Department , Public Corporation & Independent Regulatory Commission.

15 Hours

### Examination and Evaluation Pattern:

- |                                                                |   |          |
|----------------------------------------------------------------|---|----------|
| 1. Written Examination at the End of Semester                  | : | 70 Marks |
| 2. Internal Evaluation ( Internal Test/Seminar or Assignment ) | : | 25 Marks |
| 3. Attendance                                                  | : | 5 Marks  |

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### References:

1. L.D. White, Introduction to the Study of Public Administration, Mac Millan, 1955.
2. Pfiffner J.M., Public Administration, New York, 1965.
3. Mohit Bhattacharya, Public Administration, Calcutta, 1987.
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8. B.L. Fadia and Kuldeep Fadia, Public Administration: Administrative Theories and Concepts, Sahitya Bhavan Publications, Agra, 2009.
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11. EN Gladen, An Introduction of Public Administration
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15. M. Bhattacharya, Restructuring Public Administration: Essays in Rehabilitation, New Delhi, Jawahar, 1990.
16. Singh, Amit, Public Administration; Roots and Wings, New Delhi : Galgatia Publishing Company, 2002.
17. Goel, S.L., *Advanced Public Administration*, New Delhi ; Deep and Deep, 2002.
18. Bidyut Chakravaty & Prakash Chand, Public Administration in Globalised world: Theories and Practice, Sage Publications, New Delhi, 2012.
19. Rumki Basu, Public Administration: Concepts and Theories, Sterling Publishers, New Delhi, 2009.
20. S.P. Naidu, Public Administration: Concepts and Theories, New Age International, New Delhi, 2015.
21. Abdul Quayum, Nazm o Nasq Aama, Nisab Publishers, Hyderabad.

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## References:

1. L.D. White, Introduction to the Study of Public Administration, Mac Millan, 1955.
2. Pfiffner J.M., Public Administration, New York, 1965.
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# CBCS Curriculum

## M.A. Public Administration

Course Code	Course Title	Semester
PGPA301 GET	Introduction to Indian Constitution	3
Scheme of Instruction		Scheme of Examination
Total Duration : 60 Hrs		Maximum Marks : 100
Periods / Week : 4		Internal Evaluation : 30
Credits : 4		End Semester : 70
Instruction Mode : Lecture		Exam Duration : 3 Hrs

### Course Objectives:

1. Impart the basic knowledge of the philosophy and features of Indian Constitution.
2. Develop understanding of the structure and functions of the various constitutional bodies including the center, state and local bodies.
3. Provide information about the special provisions of the constitution for various sections of the society.

### Course Outcomes:

On the successful completion of the course the student will be able to;

1. understand the basic values and salient features of the Indian Constitution.
2. acquire knowledge about the working of the centre, state and local governments and various constitutional bodies.
3. analyze the special provisions made in the constitution for the different sections of the society.

Unit	Course Content	Instruction Hours
I	<b>UNIT – I Features of the Constitution</b> <ol style="list-style-type: none"> <li>1. Making of the Indian Constitution</li> <li>2. Indian Constitution: Philosophy and Salient Features</li> <li>3. Fundamental Rights &amp; Duties and Directive Principles of State Policy</li> <li>4. Amendment to the Constitution – Procedure and Major Amendments</li> </ol>	15



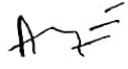
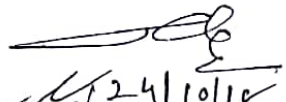
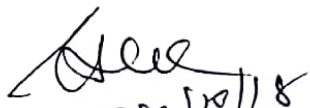
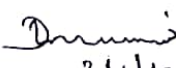
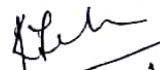
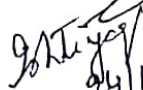
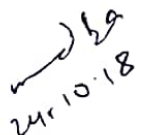
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II	<b>UNIT – II Structure of the Government</b> 1. Union Government 2. State Government and Union Territories 3. Local Government 4. Union-State Relations	15
III	<b>UNIT – III Special Provisions</b> <input type="checkbox"/> 1. Provisions for SCs, STs and OBCs <input type="checkbox"/> 2. Provisions for Women and Children <input type="checkbox"/> 3. Provisions for Religious and Linguistic Minorities 4. Provisions for Scheduled Areas, Jammu and Kashmir and other States.	15
IV	<b>UNIT – IV Constitutional Bodies</b> 1. Election Commission 2. UPSC and State Public Service Commissions 3. C&AG 4. Finance Commission	15

#### Examination and Evaluation Pattern:

The paper will be evaluated for 100 marks. The internal assessment will be of 30 marks divided into 15 marks for Test, 10 marks for seminar/assignment and 5 marks for attendance. The end semester examination will be of 70 marks. The paper consists of three sections very short questions, short questions and essay type questions. The student need to score 40 per,cent marks in internal as well as external exams to clear the paper.

## References:

Aggarwal, R.C., Constitutional History of India and National Movements, S.Chand & Co, New Delhi, 1969.

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Shiva Rao B: Framing of the Indian Constitution: Selected documents, V.2, N.M..Tripathi, Bombay, 1967.

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