



**Punyashloak Ahilyadevi Holkar Solapur University, Solapur**  
**M.A. Part-I (Sem.-I) Public Administration (Social Science) Course**  
**University Campus Structure**

Semester	Code	Title of the Paper	Semester Exam			L	T	P	Total Credits
			Theory	IA	Total				
<b>First</b>									
<b>Subject</b>		<b>Hard Core Compulsory Paper</b>							
<b>HCT</b>	<b>1.1</b>	Introduction & Theory of Public Administration	80	20	100	4	0	0	4
<b>HCT</b>	<b>1.2</b>	Indian Administration-I	80	20	100	4	0	0	4
<b>HCT</b>	<b>1.3</b>	Administrative Thinkers	80	20	100	4	0	0	4
		<b>Soft Core ( Any one)</b>							
<b>SCT</b>	<b>1.1</b>	Rural Development Administration In India	80	20	100	4	0	0	4
<b>SCT</b>	<b>1.2</b>	Indian Administration-II	80	20	100	4	0	0	4
		<b>Practical /Field Work</b>							
<b>HCP</b>	<b>1.1</b>	Co-operative Administration In India	80	20	100	0	0	4	4
<b>SCP</b>	<b>1.2</b>	Local self-Government Administration	80	20	100	0	0	4	4
	<b>1</b>	<b>Tutorial</b>	00	25	25	0	1	0	1
			<b>480</b>	<b>145</b>	<b>625</b>	<b>16</b>	<b>1</b>	<b>8</b>	<b>25</b>

**Hard Core (HCT-1.1) Sem-I, Compulsory Paper**  
**Introduction & Theory of Public administration**  
**Syllabus**

**Unit- I : Introduction.**

- a) Meaning, Nature, Scope and importance of Public Administration
- b) Evolution of Public Administration as a discipline and its Present status
- c) Politics & Administration Dichotomy - Woodrow Wilson and F. J. Goodnow.

**Unit- II : Organization Theory : Different Approaches**

- a) Human Relations and Behavioral Approach, Decision Making Approach
- b) Classical Approach
- c) Ecological Approach

**Unit- III : Principals, Structure & Organization of Public Administration.**

- a) Hierarchy, Span of Control, Unity of command  
Centralization and Decentralization, Co-Ordination
- b) Line and staff Agencies
- c) Public Corporation and Independent Regulatory commission

**Unit- IV : Accountability and Control.**

- a) Concept of Accountability and Control
- b) Legislative, Executive and Judicial Control over Administration.
- c) Citizens and Administrations

**References :-**

- Avasthi & Maheshwari (2012), Public Administration, Lakshmi-narayan Agarwal, Agra.
- Arguden, Yilmaz (2011), Keys to Governance: Strategic Leadership for Quality of Life, Macmillan, Hampshire.
- Arndt Christiane and Charles Oman (2006), Uses and Abuses of Governance Indicators, OECD, Paris.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi. Donald Menzel and Harvey White (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunities, New York, M. E. Sharpe.

- Henry, Nicholas (2006), Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
- Jan-Erik Lane,(2000) New Public Management: An Introduction, Routledge, London.
- Ravindra Prasad, D. Prasad, VS Prasad, Satya-narayana P, and Y. Pardhasaradhi, (eds.) (2013), Administrative Thinkers, Sterling, New Delhi.
- Donald Menzel (eds) (2011). The State of Public Administration: Issues, Challenges and Opportunity. New York: M. E. Sharpe.
- Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
- O'Leary, Rosemary etal. (2010), The Future of Public Administration around the World: The Minnowbrook Perspective, George Town university Press, DC
- Martin Albrow (1970), Bureaucracy, MacMillan, London, 1970
- UN, Department of Economic and Social Affairs, Development Administration Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
- Wilson, Woodrow, "The Study of Administration," Political Science Quarterly 2 (June 1887).
- Avasthi and Mahaeshwar : Administration, Laxmi Narain Aggarwal, Agra, 1988.
- Hoshier Singh & Pardeep Sachdeva, Administrative Theory, Kitab Mahal, New Delhi, 2005.
- J.D. Straussman : Public Administration, Holt, Rinehart and Winslow, New York, 1985.
- S. L. Goel : Public Administration (Theory & Practice), New Delhi: Deep & Deep Publications 2003.
- C. P. Bhambhari : Public Administration - Theory and Practice, Meerut, Jaiparkash Nath Publishers (ed.) 1992-93.
- Denis L. Mueller, Public Choice, Cambridge University press.
- Rubert T. Golembiewaski, Public administration as a developing discipline, Marcel, Dekker, New York, 1973.
- Felix Nigro and Liyod, Modern PPublic Administration, Harper and Ruw Publishers, New York, 1980.
- Sharma & Sadana, Public Administration, Practice and Theory.
- Rathod P. B., Contemporary Public Administration ABD Publishers Jaipur 2004.
- A. R. Tyagi, Public Administration, Atma Ram & Sons Publication New Delhi.

## Hard Core (HCT-1.2) Sem-I, Compulsory Paper

### Indian Administration-I

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#### Syllabus

#### **Unit-1 Evolution of Indian Administration:**

Kautilya-Arthashastra

Mughal Administration

Legacy of British rule in Politics and Administration- Indenisation of Public services, revenue Administration, District Administration, local self-Government.

**Unit-2 Philosophical and Constitutional framework of Government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

**Unit-3 Public Sector Undertakings:** Public sector in Modern India; Forms of Public Sector Undertakings; Problems of Autonomy, Accountability and Control, Impact of liberalization and Privatization.

**Unit-4 Civil Services :** Constitutional Position; Structure, Recruitment, Training and capacity building, Good governance initiatives, Code of conduct and discipline, Civil service neutrality, Civil service activism.

#### **References:**

1. Indian Administration: An Historical Account by Shriram Maheshwari, Oriental Publication, New Delhi, 1968.
2. Ramesh Kumar Arora, Rajni Goyal, Indian Public Administration: Institutions And Issues, Wishwa Prakashan, Gandhi Nagar, Gujrat.
3. Vaman Govind Kale, Indian Administration, Kessinger Publishing, USA, 1988.
4. Prabhu Datta. Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications, New Delhi, 1975.
5. Khanna, S.K. Indian Administration Problems and Prospects. New Delhi, Commonwealth Publishers 1999.
6. Public Administration and Indian Administration - Mahesh B. Bhagwat, Sheth Publishers, Mumbai - 2022.
7. Indian Administration, by Hoshiar Singh & Pankaj Singh, Pearson Publication – 2011.
8. R. K. Arora (Ed.), Administrative change in India, Jaipur, Alekh Publishers, 1974.
9. R. K. Arora (Ed.), Indian Administration: Perceptions and Perspectives, Aalekh Publication Jaipur - 1999.
10. P.L. Bansal, Administrative Development in India, New Delhi, Sterling, 1974.

11. A. Chandra, Indian Administrative, London, Allen & Uniwin,1968.
12. R.B. Jain, Contemporary Issues in Indian Administrative, Delhi Visha, 1976.
13. S. B. Maheshwri, Evolution of Indian Administrative, Agra Laxminarain Aggarwal, 1970.
14. S.R.Maheshwari, Indian Administration, New Delhi, Orient Longman,1998.
15. Avasthi & Avasthi, India Administrative, Agra, Laxminarayan Agrawal, twelfth Edt. 2006.
- 16.Hoshiar singh, Indian Administrative, Allahabad century press Rep. 2000.
- 17.Maheshwari S. R. Public Administration In India, Oxford New Delhi,2006.
- 18.Sharma Premlata, Issues In Indian Administration Mangal Deep. Pub. Jaipur, 1998.
19. Bhambhi C.P. Bureaucracy and Politics in India, DelhiVikas1971.
20. Pravanti R .J. Spengler (Eds.) Administration and Economic Development in India, Duke Uni. 1963.
21. Dubhashi P.R. Rural Development Administration in India, Popular Prakashan, Pune, 1970.
22. Motiwal O.P. (Ed.) Changing Aspects of Public Administration in India, Allahabad, 1976.
23. Government of India(Home Affairs)Organization of Government of India, New Delhi,1971.
24. माहेश्वरी श्रीराम, भारतीय प्रशासन (अनुवाद-साधना कुलकर्णी) ओरिएंट लागमन, मुंबई.१९६८





## **Soft Core (SCT-1.1) Sem-I (Any One)**

### **Rural Development Administration in India**

#### **Unit-I : Rural Development**

Meaning, Nature, Scope & Importance

Approaches to Rural Development (Community Development, Area Development, Integrated Rural Development etc.)

#### **Unit II : Organization and Function:**

Department of Rural Development, Government of India.

Department of Rural Development in Maharashtra

District Rural Development Agency (DRDA)

District Planning Committee

#### **Unit-III: Rural Development: Programmers & Schemes**

Integrated Rural Development Programme ( IRDP )

Indira Awas Yojana

Swarna Jayanti Gram Swarozgar Yojana

Mahatma Gandhi National Rural Employment Guarantee Act. (MGNREGA)

Jal Swaraj Yojana

#### **Unit-IV:- Issues In Rural Development**

Rural Poverty

Peoples Participation in Rural Development

Tribal Development

Implementation, Monitoring and evaluation of Rural Development Programmers

#### **Reference Books:**

1. I Satya Sundaram, 'Rural Development' Himalay of Publishing House, Mumbai, 2007.
2. Purushottam P.W., 'Development Administration', Rural Perspective Kanishka Publishing Delhi-1993.
3. Durgesh Nandini, 'Rural Development Administration' Rawat Publishing New Delhi.
4. Desai Vasant, 'Rural Development', Himulaya Publishing House, Mumbai 1988.
5. Chambens, 'Robert 'Rural Development', Orient Longman Ltd. Chennai, 1984.



6. Deb K. 'Rural Development', in India Since Independence, Sterling Publisher, New Delhi, 1986.
7. Mahajan R.K. 'Integrated Rural Development', Programme, Concept Publishing Company, New Delhi, 1991.
8. National Journal of Rural Development, NIRD, Hyderabad.

## Soft Core (SCT-1.2) Sem-I (Any One)

### Indian Administration-II

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#### Syllabus

**Unit-1 Union Government and Administration:** Executive, Parliament, Judiciary-structure, functions, work processes, recent trends, Intergovernmental relations, Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and Departments.

**Unit-2 State Government and Administration :** Union-State administrative, legislative and financial relations- Role of the Finance Commission, Governor, Chief Minister, Council of Ministers, Chief Secretary, State Secretariat, Directorates.

**Unit-3 District Administration since Independence:** Changing role of the Collector, Union-State-local relations- Imperatives of development management and law and order administration, District administration and democratic decentralization.

**Unit-4 a) Rural Development:** Institutions and agencies since Independence, Rural development programmes: foci and strategies, Decentralization and Panchayati Raj, 73<sup>rd</sup> Constitutional amendment.

**b) Urban Local Government :** Municipal governance: main features, structures, finance and problem areas, 74<sup>th</sup> Constitutional Amendment, Global-local debate, New localism, Development dynamics politics and administration with special reference to Smart city management.

#### References:

1. Indian Administration: An Historical Account by Shriram Maheshwari, Oriental Publication, New Delhi, 1968.
2. Ramesh Kumar Arora, Rajni Goyal, Indian Public Administration: Institutions And Issues, Wishwa Prakashan, Gandhi Nagar, Gujrat.
3. Vaman Govind Kale, Indian Administration, Kessinger Publishing, USA, 1988.
4. Prabhu Datta. Sharma, Indian Administration: Retrospect and Prospect, Rawat Publications, New Delhi, 1975.
5. Khanna, S.K. Indian Administration Problems and Prospects. New Delhi, Commonwealth Publishers 1999.
6. Public Administration and Indian Administration - Mahesh B. Bhagwat, Sheth Publishers, Mumbai - 2022.
7. Indian Administration, by Hoshiar Singh & Pankaj Singh, Pearson Publication – 2011.
8. R. K. Arora (Ed.), Administrative change in India, Jaipur, Alekh Publishers,

1974.

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10. P.L. Bansal, Administrative Development in India, New Delhi, Sterling, 1974.
11. A. Chandra, Indian Administrative, London, Allen & Uniwin, 1968.
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13. S. B. Maheshwri, Evolution of Indian Administrative, Agra Laxminarain Aggarwal, 1970.
14. S.R. Maheshwari, Indian Administration, New Delhi, Orient Longman, 1998.
15. Avasthi & Avasthi, India Administrative, Agra, Laxminarayan Agrawal, twelfth Ed. 2006.
16. Hoshiar Singh, Indian Administrative, Allahabad century press Rep. 2000.
17. Maheshwari S. R. Public Administration In India, Oxford New Delhi, 2006.
18. Sharma Premlata, Issues In Indian Administration Mangal Deep. Pub. Jaipur, 1998.
19. Bhambhi C.P. Bureaucracy and Politics in India, Delhi Vikas 1971.
20. Pravanti R .J. Spengler (Eds.) Administration and Economic Development in India, Duke Uni. 1963.
21. Dubhashi P.R. Rural Development Administration in India, Popular Prakashan, Pune, 1970.
22. Motiwal O.P. (Ed.) Changing Aspects of Public Administration in India, Allahabad, 1976.
23. Government of India (Home Affairs) Organization of Government of India, New Delhi, 1971.
24. माहेश्वरी श्रीराम, भारतीय प्रशासन (अनुवाद-साधना कुलकर्णी) ओरिएंट लागमन, मुंबई. १९६८

**HCP-1.1 Practical Field Work-I**  
**Sem-I**  
**Co-operative Administration in India**  
**Syllabus**

**Unit-1** Co-operation-Meaning, Concept, Characteristics, Development

History government initiatives ministry of cooperation

Legal framework

Policy and strategic invention

**Unit-2** Agriculture, Agree product making co-operative and administration

a) Co-operative Dairy

b) Co-operative Sugar Industry

C) Co-operative Poultry Farming

D) Co-operative Fisheries tools and products

**Unit-3** Co-operative Bank and administration

a) Co-operative Bank in India

b) Co-operative Bank State

c) District Central Co-operative Banks

d) Multi state co-operative society

**Unit-4** Case Study and Report Writing

a) Case Study

b) Cooperative Sector survey

C) Report Writing

**References:**

1) Satya Sundaram, Rural Development- Himalaya Publishing House, Mumbai, 2017.

2) Bedi R.D, Theory, history and practice of Co-operation, Meerut, Loyal Book Depot, 1969.

- 3) Black J.D., Introduction to Economics for Agriculture, Macmillan Company, New York (USA), 1953.
- 4) Kavimandal Vijay, Agro- Industries Rural Development 1988
- 5) प्रा. डॉ. एस.बी.कटमुसरे, महाराष्ट्र कृषी विकास, पिंपळापुरे प्रकाशन, नागपूर.
- 6) प्राचार्य डॉ.सुधीर बोधनकर, भारतीय बँकिंग प्रणाली, श्री साईनाथ प्रकाशन, नागपूर
- 7) डॉ.विजय कविमंडन, कृषी आणि ग्रामीण अर्थशास्त्र, श्री मंगेश प्रकाशन नागपूर.
- 8) कराळे कविमंडन, ग्रामीण विकासाचा एकात्मिक दृष्टिकोन, पिंपळापुरे प्रकाशन, नागपूर.
- 9) नियतकालिके वृत्तपत्रे- बळीराजा,शेतकरी, योजना.

## SCP-1.2 Practical Field Work-II

Sem -1

SCP – Local self-Government Administration

### **Unit -1 Rural local Government & Evolution Special Reference to Gram Panchyat**

- A. Meaning, Nature and Scope of local Government.
- B. Evolution of Rural Government
- C. Structure, Power and functions and Government Development Policy
- D. Chief Officer (Gram vikas Adhikari)

### **Unit -2 Panchayat Samiti**

- A. Structure
- B. Power
- C. Function & Government Development Policy
- D. Chief Officer (BDO)

### **Unit -3 Zilla Parishad**

- A. Structure
- B. Power
- C. Function & Government Development Policy
- D. Chief Executive Officer (CEO)

### **Unit -4 Case Study and Report Writing (Centre & State Government Scheme & Policy for Rural Development)**

- A. Case Study
- B. Sector survey
- C. Report Writing

### **Reference Book**

- 1) Avasti A., (ed) Municipal Corporation in India ,L.N. Agarwal, Agra, 1972
- 2) Maheshwari S. R, Local Self Government of India, , Orient Longmen , New Delhi, 1972
- 3) Government of Maharashtra –Municipal Act, 1965
- 4) Tiwary R. K., Training for elected Panchyat Raj Reparepresentatives, shipra Publications, New Dlehi, 2008
- 5) Arora Ramesh, Hoojaminakshi, Pnachyat Raj Paticipation and Decenterlization , Volume, 3 Series, Rawat Puablications, Mumbai ,2009

- 6) Palanithurai G., New Panchyat Raj System - Status and Prospects, Kanishk Publications, New Delhi ,1996
- 7) Sharma shakuntala, Grassroot Politics and Panchyat Raj Representatives, Deep and Deep Publications, New Delhi ,1994
- 8) Minimol M.C., E-Governance and Rural Self Government, Sonali Publications, New Delhi, 2007