



**Syllabus of
PGPA
M.A in Public Administration**

NETAJI SUBHAS OPEN UNIVERSITY

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PAPER- I: STATE, SOCIETY & PUBLIC ADMINISTRATION

Module – 1

- Relationship between State and Society - Relation between Politics and Public Administration (Historical Overview)
- Contending approaches to Public Administration: Social Science & Management.

Module – II

- Evolution of the State: Liberal State – Weberian conceptualization. German Context
- Democratic State : Principles
- Managerialist State: Bureaucracy

Module – III: Social Democratic Welfare State, Socialist State

- Background of Social Democratic ideology
- Basic Principles of Social Democratic State
- Principles of Socialist State and Administration
- Recent changes : Chinese experience

Module – IV: Neo – Liberalism and the State

- Emergence of the ideology of neo liberalism
- Neo-Liberalist administration in UK & USA
- Impact of Liberalisation : Indian administration

PAPER – II: ADVANCE ADMINISTRATIVE THEORIES

Module – I

- Public Interest and the Public Sphere – Politics and public management changing scenario
Perspective of Rawls & Habermas
Ethics in Public Administration

Module – II

- Marx on Bureaucracy
- Weber on Bureaucracy
- Riggs on Bureaucracy
- De bureaucratizing Public Administration
- Eisenstaedt , Niskanen ‘Public Choice Theories’

Module – III

- New Public Administration
- New Public Management
- From Government to Governance
- Reforming Public Administration

Module – IV

- Open Government and Open Society
- Changing concept of Accountability
- Transparency in Government
- Right to Information
- Citizen's Charter

PAPER –III: HUMAN RESOURCE MANAGEMENT

Module – I

- Concept of Human Resource (Shift from Administrative to management Concept)
- Women and Civil Service
- Reservation in Administration

Module – II

- Selection (recruitment)
- Development (training)
- Human Resource Accounting
- Performance Appraisal

Module – III

- Compensation
- Salary and other monetary benefits
- Leave conditions
- Terminal benefits

Module – III

- Motivation
- Discipline
- Employer – Employee relation Joint consultative machinery

PAPER -IV: NEW DIMENSIONS OF DEVELOPMENT ADMINISTRATION

Module – I: Evolution of Development Administration

- in 1950s } Bureaucracy - Technocracy
- in 1950s }
- in 1970s & 1980s (Human Development concept)
- in 1990s (Post -Development theory)
- Comprehensive Development Framework (CDF)

Module – II: People's participation and Development Administration

- Concept of People's participation
- Methods of People's participation

- Hindrances to People's participation (Bureaucracy, Social power Structure, Organizational & Structural)

Module – III: Environmental Management and Development Administration:

- Meaning and background
- Sustainable Development : Concept and dimension
- Inter-Governmental Aspect of Environment Management

Module – IV: Development Administration. Women and Marginalised people

- Right to Development - Gender development – Eco-Feminism
- Development Administration and Child
- Development Administration and SC/ST/OBC

PAPER –V: PUBLIC POLICY ANALYSIS

Module – I: Introduction

- Unit – 1 : Nature and Significance of Policy: Distinction between decision-making and policy making
- Unit – 2 : Evolution of Policy Analysis: with special reference to Lasswell, Simon, Dror and Alison.
- Unit – 1 : Nature of Policy Cycle

Module-II: Approaches to Policy Analysis

- Unit-1 : Rationalist.
- Unit-2 : Incrementalist
- Unit-3 : Political Economy
- Unit-4 : Other Approaches.

Module-III: Policy Processes

- Unit-1 : Role of Bureaucracy.
- Unit-2 : Parties and Pressure Groups.
- Unit-3 : Media.
- Unit-4 : Role of Legislature, Executive and Judiciary

Module-IV: Policy Implementation

- Unit:-1 : Implementation.
- Unit-2 : Monitoring.
- Unit-3 : Evaluation
- Unit-4 : Policy Impact and Public Response.

PAPER-VI: FINANCIAL ADMINISTRATION

Module-1:

Unit-1 : Nature and significance of financial administration, Distinction between Public and Private financial administration.

Unit-2 : Impact of neo-Liberalism on Public financial administration –Public Chose theory.

Unit-3 : Implications for financial administration in India (downsizing, subsidy, safety net etc.)

Module-II :

Unit-1: Budget: Concept, evolution, tool of administrative efficiency

- Preparation of Budget and Role of Finance ministry
- Revenue deficit and Fiscal deficit.
- Deficit financing.

Unit-2 : Performance budgeting –meaning &features: measurement, PPBS, Zero-based budgeting.

Unit-3 : Public expenditure –determination; Public goods theory: Cost-benefit analysis: Policy of incrementalism.

Unit-4 : Public Debt management.

Module-III:

Unit-I : Audit: Role of audit, Types of audit.

Unit-2 : Controller &Accountant General: History powers, & functions.

Unit-3 : Accounting: Objectives & Methods-Management accounting: Separations of audit and accounts.

Module-IV:

Unit-1 : Parliamentary control over financial administration: Budget approval: Public Accounts Committee, Estimates Committee, other financial committees.

Unit-2 : Centre-State financial relation in India-Finance Commission and State Finance Committees.

Unit-3 : Planning and financial administration-Plan and Non-Plan funds management- Planning machinery: Planning Commission &National Development Council Local-Level Planning.

PAPER-VII: LOCAL GOVERNMENT

Module-I : Theories of local Government

- Liberal
- Neo-Liberal
- Marxist
- Neo-Marxist

Module-II : Comparative Local Government

- Britain
- USA
- France
- Germany

Module-III : Politics and Local Government

- Centralist-localist Tension
- Local Power Structure
- Linkage politics
- Globalization and Local Politics

Module-IV : Local Government Finance

- Nature of Local Government Finance
- Local taxation (e.g property Tax and Other Taxes)
- User charges
- Non-Tax Sources of local finance (Commercial Ventures and Local bonds)

PAPER-VIII: GOVERNANCE AND ADMINISTRATION

Module-I :

- From 'administration' to 'good governance'
- Concept of 'good governance'
- Good governance and Public Administration in the Third World
- Critique of good governance

Module-II :

- Accountability and good governance
- Transparency and good governance
- Citizen's charter
- Grievance Redressal Machinery

Module-III :

- Structural Adjustment Programme and Indian Administration
- Public Private debate in Indian Administration-Disinvestments in PSUs
- Public sector undertaking (PSU)
- E-governance as an administration technique

Module-IV :

- Social justice and good governance-Administration for the poor and the marginalised
- People centric public management
- Decentralised planning and governance
- Gender-targeted Administration
