

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## MPA

### Semester - I

#### Compulsory Courses:

#### **PA-C-01 Principles of Public Administration and Management:**

This course introduces to the students the basic principles of Public Administration and Management, the concept of and issues in good governance and the emergence of New Public Management.

#### **Units**

#### **Topics**

- 1 Public Administration and Social Sciences; Developments in Administrative Theories.
- 2 Public Administration and organization; Principles, characteristics and importance.
- 3 Managerial Principles in Public Administration; Features of New Public Management.
- 4 Accountability, control and responsiveness of Public Administration in the context of good governance.

#### Select Readings:

1. Cox III, Raymond et.al., Public Administration in Theory and Practice, Pearson Education, New Delhi, 2003.
2. Henry, Nicholas., Public Administration and Public Affairs, PHI, New Delhi, Latest Edition.
3. Basu, Rumki., Public Administration: Theory and Concepts, Latest Edition.

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#### **PA-C-02 Issues in Indian Administration:**

This course deals with the Evolution of the Administrative System, the Constitutional context of the Administration, the working of the Union Government and the issues and problems of the Administration in Contemporary times.

- 1 History and Evolution of the Administrative System – Continuity and Change.
- 2 Constitution and Indian Administration.
- 3 The working of the Union Government – The Administrative Process
- 4 Contemporary Issues – Union-State Relations; Impact of Coalition Governments on Administration.

#### **Select Readings:**

1. Maheswari, S.R., Indian Administration, L.N. Agrawal, Agra Latest Edition.
2. Basu, Durga Das., Introduction to the Constitution of India, PHI, New Delhi, Latest Edn.
3. Mishra, B.B. Administrative History of India, Vols. I & II, Allied Pub., Bombay.

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#### **PA-C-03 Comparative Administrative Systems:**

This course focuses on the need to understand the social, cultural, economic, political and administrative settings of Government organizations in different countries.

- 1 Emergence of the concept of Comparative Studies in Administration and its development.
- 2 Administrative system and environment
- 3 Comparison of the important features of select administrative systems
- 4 Influence and impact of LPG, ICT, and Terrorism on Administrative Systems

#### **Selected Readings:**

1. Almond, Gabriel A., et.al., Comparative Politics Today, Pearson Education, New Delhi, 2003.
2. Heady, Ferrel., Public Administration: A Comparative Perspective, Latest Edition.
3. Rowat, Donald., Public Administration in Developeed Democracy, Marcel Dekker, New York.

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#### **PA-CA-04 Economic Policy and Management:**

The nature, role, scope and status of state intervention in economic development with particular reference to India is the issue this course seeks to address. The aim is to make the students understand the context of India's developmental efforts since Independence.

1. Introduction to political economy – Role and scope of state intervention in Economic development in different politico-economic systems.
2. India's Economic Policy with reference to Industry and Agriculture- Impact of LPG on the Indian Economic System [with reference to WTO.]
3. Market Economy and Planning – History of planning in India and its contemporary relevance.
4. Management of Public Enterprises – Its relevance and issues in the era of privatization.

#### **Selected Readings:**

1. Halm, George A., Economic Systems: A Comparative Analysis, GAU, London, Latest Edition.
2. Uma Kapila (ed)., Indian Economy since Independence, Academic Foundation, New Delhi, 2003.
3. Vaidyanathan, A., India's Economic Reforms and development, Academic Foundation, New Delhi, 2003.

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### Semester - I

#### **PA-C-05 Public Personnel Management:**

This course highlights the significance and importance of the Civil Service in Modern Society and examines the features of the Civil Service in India. The focus is also on the concept of Professionalism in the context of good governance.

1. Nature and scope of Personnel Management in Government – Role of Civil Service in Modern Society.
2. Development of Civil Service in India – Features and Characteristics – Issues in Civil Service Management.
3. Comparative assessment of the civil services of different countries.
4. Professionalism in Civil Service – Managerialism, Neutrality, Responsiveness, accountability with reference to citizen-centric services.

#### **Selected Readings:**

1. Jain, R.B., Aspects of Personnel Administration, IIPA, New Delhi, 1994.
2. Goel, S.L.& Rajneesh, Shalini., Public Personnel Administration, Deep & Deep, New Delhi, 2003.
3. Shafritz, Jay M et.al., Personnel Management in Government, Marcel Dekker, New York.