

VEER NARMAD SOUTH GUJARAT UNIVERSITY

MPA

Semester - II

PA-C-06 Bureaucracy and Organization:

This course deals with the concept of Bureaucracy and its development in varied forms; The process of debureaucratization and the emergence of modern organizations, its features and characteristics are examined in the context of development, change and culture.

1. The Concept of Bureaucracy – Max Weber and Criticisms of Ideal Type- Marx on Bureaucracy.
2. The debureaucratization process – its relevance and rationale;/Issues in Bureaucratic Culture and behaviour.
3. Theories of Organization – features of Open and Closed models.
4. Organizational Change and development – Organization Behaviour and Culture; Group theory and management of conflicts.

Selected Readings:

1. Lane, Jan Erik (ed)., Bureaucracy and Public Choice.
2. Jacoby, Henry., The Bureaucratization of the World.
3. Lynch, T.D., Organization Theory and Management, Marcel Dekker, New York.

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PA-C-07 State and District Administration in India:

The nature, scope, constitutional role, functions and contemporary issues in state and district administration are the areas covered in this course.

1. Constitutional provisions relating to State Governments in India – Issues in State Administration.
2. Structure and functions of the State Secretariat- Role of the Board of Revenue, State Finance Commissions, Boards and Authorities.
3. District Administration and District Collector – Evolution, Nature, Scope and functions. District Development programmes.
4. Rural and Urban Development Administration – Constitutional Provisions – Assessment of the working of the Panchayati Raj and Urban Municipal Bodies.

Selected Readings:

1. Maheswari, S.R., State Administration in India., Latest Edition.
2. Mishra, B.B., District Administration in India.
3. Shukla, J.D., State and District Administration in India.

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PA-C-08 Management of Financial System in India:

This course introduces the basic principles and objectives of the Financial Management in Government.

1. Meaning, nature and scope of Financial Administration – Theories of Budget – Principles and characteristics.
2. Budgetary Process – Preparation, Parliamentary approval and execution – Principles of Taxation.
3. Control over financial system – CAG & Parliament. Implications of Structural Adjustment on Financial System.
4. Financial Relations between the Union and the states – Role of the Finance and Planning Commissions in devolution of resources to states.

Selected Readings:

1. Lall., G.S., Public Finance and Financial Administration in India., H.B.Kapoor, New Delhi, Latest Edition.
2. Thavaraj, M.J.K., Financial Administration in India, S.Chand & Co, New Delhi, Latest Edn.
3. Thakur, R.N. Centre-State Financial Relations and Planning in India, Deep & Deep, New Delhi, 1990.

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PA-C-09 Social Policy and Administration:

Social Administration – Nature, Scope and Principles – Administration at the Central and State levels Social Policy and Welfare has been the backbone of the Welfare State in India. This course deals with the issues and problems in the area of Social Welfare in the context of LPG.

1. Social Administration – Nature, Scope and Principles – Administration at the Central and State levels
2. Social policy in India – Constitutional Provisions, development and planning under successive plans in India. Social legislations in India
3. Methods of Social Administration . Role of Voluntary Agencies in social work.
4. Personnel Practices in Social Welfare and the need for a professional cadre.

Selected Readings:

1. Sachdeva, D.R., Social Welfare Administration in India, Latest Edition.
2. Marsh, D.C., An Introduction to Social Administration.
3. Goel, S.L., & Jain, R.K., Social Welfare Administration, Deep & Deep, New Delhi.

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PA-C-10 Administrative Law:

1. Concept, Nature and Scope of Administrative Law.
2. Constitutional concepts relating to Administrative Law: Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances, Doctrine of Ultra-vires, Droit Administrative. Delegated Legislation
3. Principles of Natural Justice or Fairness..
4. Administrative Adjudication, Review of Administrative acts and redress of grievances – Vigilance and Control

Selected Readings:

1. Wade, H.W.R., Administrative Law, latest Edition.
2. Kagzi, M.C.J., Indian Administrative Law, Latest Edition.
3. Indian Law Institute: Delegated Legislation in India.