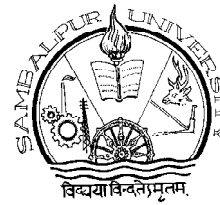


COURSES OF STUDIES

PRIVATE EXAMINATION



Sambalpur University

MA PART - I

2015

Public Administration

Published by

PRIVATE EXAMINATION CELL

SAMBALPUR UNIVERSITY

Jyoti Vihar, Sambalpur

(Odisha)

5. A comparative study of Administrative Institution and Processes in UK, US, France, Japan, Switzerland and China.
6. A comparative Study of various control Mechanism over Administration in UK, Us and France.
7. Citizens and Administration : A comparative study of various machineries for Redressal of citizens Grievances in UK, US and Frnace.
8. Emerging Trends in Comparative Public Administration.

Reading list :

1. Frank Merini (ed) : Towards New Public Administration.
2. Ferrel Heady and S.L. Stokes (eds) : Papers in Comparative Public Administration (ann Arobor, Michigan, 1962).
3. Dwight Waldo : Comparative Public Administration - Prologue Performance, Problems and Promis, Symposium on Business Policy, 8-11 April, 1963. Graduate School of Business Administration, Harvard University, 1963.
4. Lynton Caidwell : Conjectures in Comparative Public Administration in Rescoe Martin, ed. : Public Administration and Democracy - Essay in Honour of Paul H. Appleby (Syracuse, New York).

PUBLIC ADMINISTRATION

Paper-I	Theories of State and Research Methodology.	100 Marks
Paper-II	Comparative Public Administration / Comparative Govt. and Policies.	
Paper-III	Administrative Theory	100 Marks
Paper-IV	International Organisation and Administration.	100 Marks

Detailed Syllabus

PAPER-I

THEORIES OF STATE AND RESEARCH METHODOLOGY

1. Evolution of Political Science from contemplation and Lubrication to Empiricism- The Behavioural Revolution and its Achievements and Short comings, The past Behavioural Revolution and an Assessment of its contribution to the Growth of Science of Politics.
2. The Input-Output Analysis and Structural Functional Analysis.
3. Political Development - Theories and Strategies.
4. The Theory of Game - Concepts, Types, Relevance and Application in Analysis of Politics.

5. Group Theory - The theories, their concepts as well as also uses of the concept in Modern Political Analysis.
6. Power - Factors motivating and Impending, Seeking of power, Models of power Distribution in Society, Authority - Types and Sources, Legitimacy Source and Implications.
7. Meaning and types of Research.
8. Research Design.
9. Questionnaire, Schedule, Hypothesis.
10. Sampling, types of Sampling.

Books Recommended :

(1) Easton David : Political System - An enquiry into the State of Political science (2) Easton David : A system Analysis of Political Life (3) Easton David : A framework of Political Analysis (4) Apter David : Political Analysis (5) Dahl, Robert : Modern Political Analysis (6) Eleau, H : Behavioural persuasion in Political Science (7) Brecht Arnold : Political Theory, the Foundations of Twentieth Century Political Thought (8) David B. Truman : Research Frontiers in Politics and Govt. (9) Riker William : Theory of Political Coalitions (10) Pye, Lucian W. : Aspects of Political Development (11) Pye, Lucian W. : Political Communication and Political Development (12) Almond & Coleman : Politics and Developing Areas (13) Finkle and

Gable: Theories of Political Development (14) Varma, S.P. : Modern Political Theory (15) Gandhi, M.C. : Political Analysis (16) Almond and Powell : Comparative Politics (17) Lasswell H.D.: Policy orientation of Political Science (18) Lasswell and Kaplan : Power and Society - A framework for political enquiry (19) Wilkinson and Bhandari : Methodology and techniques of social research (20) R.V. Young : Scientific Social Survey and Research (21) Zagare : Game Theory (22) C.F. Andrain : Political Life and Social change.

PAPER-II

COMPARATIVE PUBLIC ADMINISTRATION

1. Comparative Method as an Approach to the Study of Public Administration.
2. Comparative Public Administration : Historical and contemporary Dimensions, concept, Nature, Scope and significance.
3. Approaches to the Study of comparative Public Administration, Institutional, Behavioural and Policy Analysis.
4. Theories and Models of comparative Public Administration : Bureaucrats, Complex Organisation, Prismatic, Socialist and Third World development Models (with special reference to the contribution of Fred Riggs, John Montgorwas and Ferrel Heady).

(17) Jean Blondal : Comparative Legislatures (18) L.W. Pye and Sidney Verba (ed) : Political culture and political Development (19) G.A. Almond & Sidney Verba : Civil Culture (20) R.C. Macridis & B.E. Brown (eds) : Comparative Politics (21) Lane and Sears : Public Opinion (22) James C. Charlesworth (ed) : Contemporary Political Analysis (23) S.R. Maheswari : Comparative Government and politics.

PAPER-III

ADMINISTRATIVE THEORY

1. Public Administration : Its Nature, Scope and Significance, Various Approaches to the study of Public Administration.
2. Evolution of Public Administration as a Discipline, Politics and Administration Dictionary.
3. Theories of Organisation - Classical, Bureaucratic and Human relation Approaches (with special reference to the Contribution of Henry Fayol, F.W. Taylor, Max Weber, L.I. Urusch, F.W. Taylor, Max Weber, Mary Parks Follett, Elton Mayo and Chris Argyris).
4. Administrative Behaviour - Theories Relating to Leadership, Decision-making, Communication and Motivation (with special reference to the contribution of Herbert Simon, Chester Barnard, Abraham Maslow, Fredrick Herzberg and Douglas Mc. Gregor).

5. Lee Sigelman : In search of Comparative Public Administration - Public Administration Review, Vol. 36, Issue No. 6, 1976.
6. Keith, M. Henderson : Comparative Public Administration - The Identity Crisis - Journal of Comparative Administration, Vol. No.1, No.1, 1969.
7. Peter Savage : Optimism and Pessimism in Comparative Public Administration - Public Administration Review, Vol.36, No.4, 1976.
8. Gerald F. Caider and Naomi J. Caider : Towards the Future of Comparative Public Administration - in O.P. Dwivedi and Keith M. Henderson (eds) Public Administration in World Perspective. (Amos, Iowa, 1990).
9. Ferrel Heady : Public Administration - A comparative Perspective (New York, 1979).
10. R.B. Jain : Comparative Public Administration, New Delhi, 1972.
11. F.W. Riggs : Administration in Developing Countries - The Theory of Prismatic Society. (Boston, 1964).
12. Edward Weidner : Models and Priorities in the Comparative Public Administration, 1963.
13. Jong S. Jun : Reviewing of the Study of Comparative Public Administration - some Reflection on current possibilities, Public Administration Review, vol.36, 1976.

14. S.P. Naidu : Public Administration Concepts and Theories, (New Age Intt. Publisher).
15. Nicholas Henry : Public Administration and Public Affairs, Prentice Hall of India.

COMPARATIVE GOVERNMENT AND POLITICS

1. Nature Scope and Problems of comparative politics.
2. The Political System : Easton and Almond Models.
3. Classification of Political System :
 - a) Past Models- Aristotle's model, Constitutional Model, Modified Constitutional Model.
 - b) Contemporary Models : Almond's Model, Apter's Model and Modified Constitutional Model.
4. Political Communication : Meaning and Relevance Deutch's Model, Almond's Analysis, Types of communication structures, Implication of Political Communication on Systemic functions.
5. Pressure Groups - Meaning and Nature, Types of pressure groups, Channels of interest Articulation, Styles of Interest Articulation, Intermirants of Pressure group politics.
6. Political party - Meaning and Nature, Social basis of Political Parties, General Goals of Political Parties, Duverger's Theory of Party

- Structure, Sartori's Theory of Party Systems, Functions of Political Parties.
7. Legislature - Nature, Structure, Function, Decline of Legislature.
 8. Executive - Nature, Structure and Functions.
 9. Judiciary - Nature, Functions, Judicial Review.
 10. Political Development - Theories, The Development Syndrome, Crises of political development.

Books Recommended :

- (1) Jean Blondel : An Introduction to Comparative Government
- (2) Jean Blondel (ed) : Comparative Politics
- (3) G.A. Almond & G.B. Powell : Comparative Politics A Development Approach
- (4) Harry Eckstein & David E. Apter : Comparative Politics
- (5) Peter H. Merkele : Comparative Politics
- (6) Lucien W. Pye : Aspects of Political Development
- (7) David Easton : A System Analysis of Political Life
- (8) David Easton : Political System -A Framework of Political Analysis
- (9) Almond and Coleman : The Politics of Developing Areas
- (10) V.O.Key : Politics, Parties and Pressure Group.
- (11) K.C. Wheare : Legislature
- (12) Maurice Duverger : Political Parties
- (13) S.J. Didersvele : Political Parties - A Behavioural Analysis
- (14) Herman Finer : Theory and Practice of Modern Governments
- (15) S. E. Finer : Comparative Government
- (16) Alan R. Ball : Modern Government and Politics

Reading List :

1. Sydney D. Bailey : The Secretariate of the United Nations (New York, Praeger, 1964).
2. Inis L. Claude: Swords into Ploughshares - The Problems and progress of International Organisations (New York, Random, 1964). .
3. S.L. Goel : International administration - WHO's South East Asia Regional Office (Delhi, Sterling, 1977).
4. L.M. Goodrich and W.R. William Fox (eds) : United Nations Administration and Economic Social Organisations (New York, 1967).
5. Roger Gregoire : National Administration and International Oraganisation (Paris, 1955).
6. Normal L. Hill : International Administration (New York, 1931).
7. Dag Hamnarskjold : The International Civil Servant in Law and Fact (Oxford, 1961).
8. James Robert Rhodes : Staffing the UN Secretariat (Sussex, 1970).
9. Robert S. Jordan (ed) : International Administration - Its evolution and Contemporary Applications (New York, 1971).
10. Georges Langrod : The International Civil Service (New York, 1963).
11. Alexender Loveday : Reflection on International Administration (Oxford, 1955).

5. Control over Administration - Legislative, Executive and Judicial.
6. Comparative Public Administration - Meaning, Nature, Scope and relevance (with special reference to the contribution of Fred Riggs).
7. Development Administration - Meaning, Nature, Scope and significance, the changing Role of Development Administration.
8. Public Policy - Nature and Scope of Policy making in Administration, Policy formulation and Implementation (with special reference to the contribution of Harold, Lasswell, David Easton and Yehezkel Dror).

Reading List :

1. Peter Self :Administrative Theory and Politics : An inquiry into the structure and process of modern Government (London, 1972).
2. Dought Waldo (ed) : Ideas and Issues in Public Administration A book of reading (New York, 1953).
3. _____ : The Study of Public Administration (New York, 1955).
4. Fred W.Rigge : The Ecology of Public Administration (Bombay, 1961).
5. _____ : Administration in Developing Countries - The, Theory of Prismatic Society (Boston, 1964). V
6. _____ : Frontier of Development Administration (Durham, North Caroliva, 1970).

7. Herbert Simon : Administrative Behaviour - A study of Decision making process in administrative organisations (New York, 1957).
8. James Nlarch and Herbert Simon : Organisation (New York, 1958).
9. Albert Lepawsky : Administration - The Art and Science of Organisation and Management (New York, 1952).
10. Eelix A Nigro : Modern Public Administration (New York, 1970).
11. James C. Charlesmith (ed) : Theory and practice of Public Administration, Scope, objectives and methods (Philadelphia, 1968), Monigraph No.8.
12. Frank Marini : Towards New Public Administration (Scranton, California, 1971).
13. O. Glmn, Stahl : Public Personnel Administration (New York, 1956) ed.4.
14. R. K. Arora (ed) : Administrative Theory (New Delhi, 1984).
15. _____: Comparative Public Administration (New Delhi, 1970).
16. John D.Montogorrery and Willam J. In eds. : Approaches to Development Politics Administration and Change (New York, 1966).
17. Yohzkel Dror : Ventures in Policy Sciences (New York, 1971).
18. _____: Public Policy making Reexamined (Santransisco, 1965).

PAPER - IV

INTERNATIONAL ORGANISATION AND ADMINISTRATION

1. Historical Background to the Formation of International organisation » The league of Nation, Its Organisational Structure and Administration.
2. The Origin and Evolution of United Nations - An Orientation Towards the Study of International Administration.
3. The Chief Organs of the United Nations and their Structure and Administration - Secretary General and Organisation of the UN Secretariat.
4. Major Specialised Agencies of the United Nations: (IMF, IBRD,WHO, FAO and UNESCO). Their organisational structure and Administration.
5. The concept and functioning of the International Civil Service, Classification, Structure, Man Power, Planning, Resonal Policies and Terms of Employment, Problems of Overseas Personnel.
6. International Administration - Recruitment : Methods and procedures, Carrer development performa, Training and Promotion, Management and Staff relationship, Other problems and Issues relating to International Administration.

COURSES OF STUDIES FORM.A. PART - I PRIVATE EXAMINATION

12. Gerald Mangone (ed) : United Nations Administration of Economic and Social Programme (New York, 1966).
13. Walter R. Sharp : Field Administration in the United Nations System (New York, Praeger, 1961).
14. _____ : International Technical Assistance (Chicago, 1952).
15. Edward W. Weidner : Technical Assistance in Public Administration Overseas (Chicago, 1964).
16. Tien Chang Young : International Civil Services and Problems (Brussel Belgium), International Institute Administration Sciences, 1958.
17. Yonah Alexander : International Technical Assistance Experts - A case study of the UN Experience (New York, Prague, 1966).
18. Harlan Clevelan and Gerald J. Mangone (ed) : The Art of Overseamanship (Syracuse, New York, Syracuse University Press, 1957).
19. Harold Cleveland, Gerald J. Nlangore and John Clarke : The Overseas Americans (New York, McGraw Hill, 1960).
20. Francis Fielder, Geoffrey Harris : The Ouest for Foreign Affairs Officers -Their Recruitment and Selection (New York, 1964), Carnegie Edwardment.

COURSES OF STUDIES FORM.A. PART - I PRIVATE EXAMINATION

12. Gerald Mangone (ed) : United Nations Administration of Economic and Social Programme (New York, 1966).
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