

SUNRISE UNIVERSITY ALWAR

Syllabus of PG- Two Year Master of Arts in

Public Administration (M.A)

Session 2025-26

Department of Public Administration



CURRICULUM STRUCTURE SESSION-2025-26

NAME OF THE PROGRAM – MASTER OF ATRS

YEAR – 1ST

SEMESTER -1ST

According to (NEP-2020)

P.G. – M.A. (Public Administration)

YEAR – 1st | SEMESTER – 1st

Name of Program: P G- M.A. (Public Administration)									
Subject/ Discipline: (Public Administration)									
Sr no	Subject code	Subject type	Subject Title	CREDITS=			Internal Marks	External Marks	Total Marks
				L	T	P			
1	MAPAD-101	MJR	Administrative Theories and Management	6	0	0	40	60	100
2	MAPAD -102	MJR	Comparative Public Administration	6	0	0	40	60	100
3	MAPAD -103	MJR	Public Personnel Administration	6	0	0	40	60	100
4	MAPAD -104	MJR	Social Welfare Administration	6	0	0	40	60	100
5	MAPAD-SEM105		SEMINAR	2	0	0	100		100
TOTAL MARKS = 500									

MAPAD-101: Administrative Theory and Management

Unit–I: Introduction to Public Administration and Classical Theories

Sub-Units:

- 1.1 Meaning of Public Administration
- 1.2 Nature of Public Administration
- 1.3 Evolution of Public Administration
- 1.4 Classical Administrative Theories

- 1.5 Modern Administrative Theories
- 1.6 Scientific Management Theory

Unit–II: Human Relations and Decision Theories

Sub-Units:

- 2.1 Human Relations Theory
- 2.2 Behavioural Approach
- 2.3 Decision-Making Theory

Unit–III: Organization and Leadership

Sub-Units:

- 3.1 Principles of Organization
- 3.2 Coordination
- 3.3 Control
- 3.4 Leadership
- 3.5 Motivation

Unit–IV: Contemporary Administrative Concepts

Sub-Units:

- 4.1 New Public Administration
- 4.2 Good Governance
- 4.3 E-Governance
- 4.4 Accountability
- 4.5 Transparency

MAPAD-102: Comparative Public Administration

Unit–I: Foundations of Comparative Public Administration

Sub-Units:

- 1.1 Meaning of Comparative Public Administration

- 1.2 Evolution
- 1.3 Ecological Approach

Unit–II: Administrative Systems of Developed Nations

Sub-Units:

- 2.1 Administrative Systems of Developed and Developing Countries
- 2.2 Administrative System of Britain
- 2.3 Administrative System of the USA

Unit–III: Indian Administrative System

Sub-Units:

- 3.1 Features of Indian Administrative System
- 3.2 Panchayati Raj
- 3.3 Local Self-Government

Unit–IV: Global Context of Administration

Sub-Units:

- 4.1 Globalization and Administration
- 4.2 Administrative Reforms
- 4.3 Innovations in Administration

MAPAD-103: Public Personnel Administration

Unit–I: Introduction to Personnel Administration

Sub-Units:

- 1.1 Meaning of Personnel Administration
- 1.2 Importance
- 1.3 Recruitment Process
- 1.4 Selection Process

Unit–II: Service Development

Sub-Units:

- 2.1 Training
- 2.2 Development
- 2.3 Promotion
- 2.4 Transfer

Unit–III: Service Conditions and Welfare

Sub-Units:

- 3.1 Salary and Wages
- 3.2 Service Conditions
- 3.3 Discipline
- 3.4 Employee Welfare

Unit–IV: Civil Services System

Sub-Units:

- 4.1 Civil Service Reforms
- 4.2 All India Services

MAPAD-104: Social Welfare Administration

Unit–I: Basic Concepts of Social Welfare

Sub-Units:

- 1.1 Concept of Social Welfare
- 1.2 Social Policy
- 1.3 Planning

Unit–II: Targeted Welfare Programmes

Sub-Units:

- 2.1 Women Welfare Programmes
- 2.2 Child Welfare Programmes
- 2.3 SC/ST Welfare Programmes

Unit–III: Development and Security Programmes

Sub-Units:

- 3.1 Rural Development Programmes
- 3.2 Social Security Schemes

Unit–IV: Social Justice Framework

Sub-Units:

- 4.1 Role of NGOs
- 4.2 Social Justice
- 4.3 Social Inclusion

Reference Books:

SEMESTER – 1st

MAPAD–101: Administrative Theory and Management

Reference Books:

1. Administrative Thinkers – D. Ravindra Prasad & V. S. Prasad
2. Administrative Theory – Ferrel Heady
3. Organizations – Herbert A. Simon
4. The Functions of the Executive – Chester I. Barnard
5. New Public Administration – H. George Frederickson

MAPAD–102: Comparative Public Administration

Reference Books:

1. Comparative Public Administration – Ferrel Heady
 2. The Ecology of Public Administration – F. W. Riggs
 3. Public Administration in India – Padma Ramchandran
 4. Indian Administration – S. R. Maheshwari
-

MAPAD–103: Public Personnel Administration

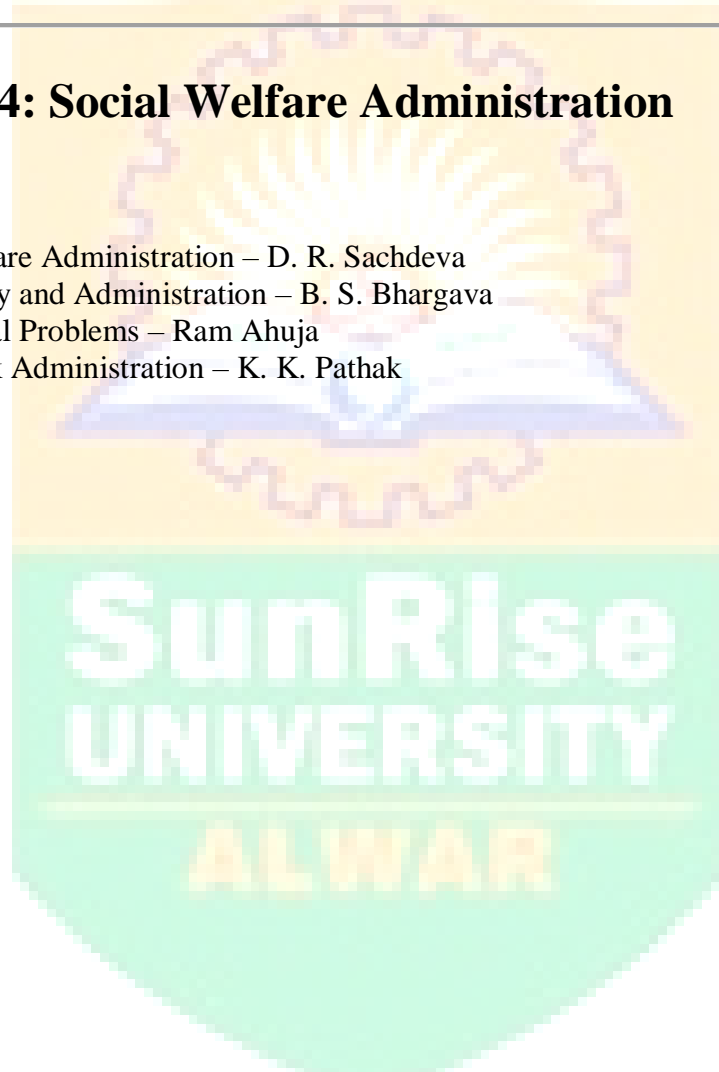
Reference Books:

1. Public Personnel Administration – O. Glenn Stahl
 2. Personnel Administration in India – A. Avasthi & S. R. Maheshwari
 3. Human Resource Management – K. Aswathappa
 4. Civil Service in India – B. B. Misra
-

MAPAD–104: Social Welfare Administration

Reference Books:

1. Social Welfare Administration – D. R. Sachdeva
2. Social Policy and Administration – B. S. Bhargava
3. Indian Social Problems – Ram Ahuja
4. Social Work Administration – K. K. Pathak



**YEAR – 1st |
SEMESTER – 2nd**

Name of Program: P G- M.A.(Public Administration)									
Subject/ Discipline: Public Administration									
Sr no	Subject code	Sub-type	Subject Title	CREDITS =4			Internal Marks	External Marks	Total Marks
				L	T	P			
1	MAPAD - 201	MJR	Management Techniques	6	0	0	40	60	100
2	MAPAD - 202	MJR	Comparative Administrative Systems	6	0	0	40	60	100
3	MAPAD - 203	MJR	Human Resource Management in Government	6	0	0	40	60	100
4	MAPAD - 204	MJR	Social Welfare Administration in India	6	0	0	40	60	100
5	MAPAD-PJT205		Village PROJECT	0	0	0		100	100
TOTAL MARKS = 500									

MAPAD-201:
PAPER NAME-Management Techniques

Unit-I: Fundamentals of Management

- **Sub-Units:**
 - 1.1 Concept of Management
 - 1.2 Nature of Management
 - 1.3 Planning
 - 1.4 Decision-Making Techniques

Unit-II: Organization and Leadership

- **Sub-Units:**
 - 2.1 Organization and Structure
 - 2.2 Theories of Leadership
 - 2.3 Motivation
 - 2.4 Communication

Unit–III: Control and Financial Management

- **Sub-Units:**
 - 3.1 Control Techniques
 - 3.2 Budget Formulation
 - 3.3 Financial Management
 - 3.4 Project Management

Unit–IV: Administrative Efficiency and E-Governance

- **Sub-Units:**
 - 4.1 E-Governance
 - 4.2 Time Management
 - 4.3 Administrative Efficiency
 - 4.4 Quality Management

• **MAPAD-202**

PAPER NAME - Comparative Administrative Systems

Unit–I: Theoretical Foundations of Comparative Administration

- **Sub-Units:**
 - 1.1 Meaning of Comparative Administration
 - 1.2 Evolution
 - 1.3 Structural-Functional Approach

Unit–II: Administrative System of Britain and USA

- **Sub-Units:**
 - 2.1 Administrative System of Britain
 - 2.2 Administrative System of the USA

Unit–III: Administrative Systems of Other Nations

- **Sub-Units:**
 - 3.1 Administrative System of France
 - 3.2 Administrative System of Japan
 - 3.3 Administrative Systems of Developing Countries

Unit–IV: Indian Administrative System and Reforms

- **Sub-Units:**
 - 4.1 Features of Indian Administrative System
 - 4.2 Administrative Reforms Commission
 - 4.3 Reform Initiatives

MAPAD-203

PAPER NAME-Human Resource Management in Governance

Unit–I: Introduction to Human Resource Management

- **Sub-Units:**
 - 1.1 Concept of HRM
 - 1.2 Recruitment in Government Services
 - 1.3 Selection Process

Unit–II: Capacity Building and Performance

- **Sub-Units:**
 - 2.1 Training
 - 2.2 Capacity Development
 - 2.3 Performance Appraisal

Unit–III: Service Conditions and Employee Relations

- **Sub-Units:**
 - 3.1 Service Conditions
 - 3.2 Pay and Promotion
 - 3.3 Employee Relations
 - 3.4 Discipline

Unit–IV: Reforms and Digital HRM

- **Sub-Units:**
 - 4.1 Civil Service Reforms
 - 4.2 Digital Human Resource Management Systems
-

MAPAD-204

PAPER NAME -Social Welfare Administration in India

Unit–I: Constitutional and Conceptual Framework

- **Sub-Units:**
 - 1.1 Concept and Objectives of Social Welfare
 - 1.2 Social Justice in the Indian Constitution

Unit–II: Welfare Programmes

- **Sub-Units:**
 - 2.1 Women and Child Development Programmes
 - 2.2 SC/ST Welfare Schemes

Unit–III: Development and Security Programmes

- **Sub-Units:**
 - 3.1 Rural Development Programmes
 - 3.2 Urban Development Programmes
 - 3.3 Social Security Schemes

Unit–IV: Inclusive and Sustainable Development

- **Sub-Units:**
 - 4.1 Role of NGOs

4.2 Inclusive Development

4.3 Sustainable Development Goals (SDGs)

MAPAD-PJT205

Village Project

Unit–I: Project Planning and Selection

- **Sub-Units:**

- 1.1 Selection of Village/ Panchayat
- 1.2 Study of Administrative Structure

Unit–II: Field Study and Analysis

- **Sub-Units:**

- 2.1 Analysis of Development Schemes
- 2.2 Socio-Economic Survey

Unit–III: Report Writing and Presentation

- **Sub-Units:**

- 3.1 Project Report Writing
- 3.2 Presentation
- 3.3 Viva-Voce

Reference Books:

SEMESTER – 2nd

MAPAD–201: Management Techniques

Reference Books:

1. Principles of Management – Koontz & O'Donnell
 2. Management – Peter F. Drucker
 3. Financial Administration – M. J. K. Thavaraj
 4. Project Management – K. K. Choudhary
-

MAPAD–202: Comparative Administrative Systems

Reference Books:

1. Comparative Administration – Nimrod Raphaeli
 2. Modern Public Administration – M. P. Sharma & B. L. Sadana
 3. Indian Administration – S. R. Maheshwari
-

MAPAD–203: Human Resource Management in Governance

Reference Books:

1. Human Resource Management – Gary Dessler
 2. Public Administration – M. P. Sharma & B. L. Sadana
 3. Civil Service Reforms in India – B. S. Khanna
-

MAPAD–204: Social Welfare Administration in India

Reference Books:

1. Social Welfare Administration in India – P. D. Misra
 2. Indian Constitution – D. D. Basu
 3. Rural Development in India – V. K. Puri
-

MAPAD–PJT205: Village Project

Reference Books:

1. Research Methodology – C. R. Kothari
 2. Methodology of Social Research – O. R. Krishnaswami
 3. Rural Development – Katar Singh
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YEAR – 2nd

SEMESTER – 3rd

Name of Programme: P G- M.A.(Public Administration)										
Subject/ Discipline: Public Administration										
Sr no	Subject code	Sub-type	Subject Title				CRED ITS	Internal Marks	Exter nal Marks	Total Marks
				L	T	P				
1	MAPAD-301	MJR	Public Administration in India	6	0	0	4	40	60	100
2	MAPAD -302	MJR	Economic Policy And Administration	6	0	0	4	40	60	100
3	MAPAD -303	MJR	Development Administration	6	0	0	4	40	60	100
4	MAPAD-304	MJR	Research Methodology	6	0	0	4	40	60	100
5	MAPAD-305		Journalism and mass communication	2	0	0	2		100	100
TOTAL MARKS = 500										

MAPAD-301

PAPER NAME-Public Administration in India

Unit–I: Constitutional and Structural Framework

Sub-Units:

- 1.1 Historical Background of Indian Administration
- 1.2 Constitution and Administrative Structure
- 1.3 Union Administration
- 1.4 State Administration

Unit–II: Executive and Field Administration

Sub-Units:

- 2.1 Cabinet System
- 2.2 Secretariat
- 2.3 Directorate
- 2.4 District Administration

Unit–III: Local Governance and Constitutional Bodies

Sub-Units:

- 3.1 Panchayati Raj Institutions
- 3.2 Urban Administration
- 3.3 Public Service Commission
- 3.4 Comptroller and Auditor General (CAG)

Unit–IV: Administrative Reforms and Governance

Sub-Units:

- 4.1 Administrative Reforms
- 4.2 E-Governance
- 4.3 Good Governance
- 4.4 Transparency

MAPAD-302

PAPER NAME-Economic Policy and Administration

Unit–I: Economic Planning Framework

Sub-Units:

- 1.1 Concept of Economic Policy
- 1.2 Planning Process
- 1.3 NITI Aayog

Unit–II: Financial Administration

Sub-Units:

- 2.1 Financial Administration
- 2.2 Budget Process

Unit–III: Public Sector and Economic Reforms

Sub-Units:

- 3.1 Public Enterprises
- 3.2 Liberalization
- 3.3 Privatization
- 3.4 Globalization

Unit–IV: Development Policies

Sub-Units:

- 4.1 Social Development Schemes
- 4.2 Economic Development Schemes
- 4.3 Sustainable Development Goals (SDGs)

MAPAD-303

PAPER NAME-Development Administration

Unit–I: Foundations of Development Administration

Sub-Units:

- 1.1 Meaning of Development Administration
- 1.2 Features
- 1.3 Theories of Development

Unit–II: Rural and Urban Development

Sub-Units:

- 2.1 Rural Development Administration
- 2.2 Urban Development Administration

Unit–III: Decentralization and Participation

Sub-Units:

- 3.1 Decentralization
- 3.2 People's Participation
- 3.3 Self-Help Groups (SHGs)

Unit–IV: Poverty and Inclusive Development

Sub-Units:

- 4.1 Poverty Alleviation Programmes
- 4.2 Inclusive Development

MAPAD-304

PAPER NAME- Research Methodology

Unit–I: Introduction to Research

Sub-Units:

- 1.1 Meaning of Research
- 1.2 Objectives of Research
- 1.3 Types of Research

Unit–II: Research Design

Sub-Units:

- 2.1 Hypothesis Formulation
- 2.2 Research Design

Unit–III: Data Collection Methods

Sub-Units:

- 3.1 Questionnaire
- 3.2 Interview
- 3.3 Observation
- 3.4 Sampling Techniques

Unit–IV: Data Analysis and Reporting

Sub-Units:

- 4.1 Basic Techniques of Data Analysis
- 4.2 Report Writing

MAPAD-305

PAPER NAME - Journalism and Mass Communication

Unit–I: Foundations of Journalism

Sub-Units:

- 1.1 Meaning of Journalism
- 1.2 Evolution of Journalism
- 1.3 Theories of Mass Communication

Unit–II: Media Forms

Sub-Units:

- 2.1 Print Media
- 2.2 Electronic Media

Unit–III: Digital Media and Public Opinion

Sub-Units:

- 3.1 Digital Media
- 3.2 Social Media
- 3.3 Public Opinion Formation

Unit–IV: Media and Administration

Sub-Units:

- 4.1 Administration and Media Relations
- 4.2 Media Ethics
- 4.3 Accountability

Reference Books:

SEMESTER – 3rd

MAPAD–301: Public Administration in India

Reference Books:

1. Indian Administration – S. R. Maheshwari
2. Public Administration in India – Padma Ramchandran
3. Indian Constitution – M. P. Jain

MAPAD–302: Economic Policy and Administration

Reference Books:

1. Indian Economy – Ramesh Singh
2. Public Finance – H. L. Bhatia
3. Economic Development and Planning – M. L. Jhingan

MAPAD–303: Development Administration

Reference Books:

1. Development Administration – Edward Weidner
 2. Dynamics of Development – Gunnar Myrdal
 3. Rural Development in India – Katar Singh
-

MAPAD–304: Research Methodology

Reference Books:

1. Research Methodology – C. R. Kothari
 2. Social Research Methods – Alan Bryman
 3. Statistics for Social Sciences – S. P. Gupta & M. P. Gupta
-

MAPAD–305: Journalism and Mass Communication

Reference Books:

1. Mass Communication in India – Keval J. Kumar
 2. Introduction to Mass Communication – Baran & Davis
 3. Media and Society – Denis McQuail
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SunRise
UNIVERSITY
ALWAR

YEAR – 2nd
SEMESTER – 4th

Name of Programme : P G- M.A.(Public Administration)										
Subject/ Discipline: Public Administration										
Sr no	Subject code	Subject type	Subject Title				CREDI TS	Internal Marks	Extern al Marks	Total Marks
				L	T	P				
1	MAPAD - 401	MJR	Public Administration in India	6	0	0	4	40	60	100
2	MAPAD - 402	MJR	Economic Policy And Administration	6	0	0	4	40	60	100
3	MAPAD - 403	MJR	Development Administration	6	0	0	4	40	60	100
4	MAPAD - 404	MJR	Public Policy and Administration	6	0	0	4	40	60	100
5	MAPAD - 405		Dissertation	0	0	0	4		100	100
TOTAL MARKS = 500										

MAPAD-401

PAPER NAME - Public Administration in India (Advanced Study)

Unit–I: Contemporary Administrative Issues

Sub-Units:

- 1.1 Contemporary Challenges in Indian Administration
- 1.2 Union–State Relations

Unit–II: Secretariat and District Administration**Sub-Units:**

- 2.1 Central Secretariat
- 2.2 Cabinet System
- 2.3 State Administration
- 2.4 District Administration

Unit–III: Local Governance Institutions**Sub-Units:**

- 3.1 Panchayati Raj Institutions
- 3.2 Urban Local Self-Government

Unit–IV: Reform and Accountability**Sub-Units:**

- 4.1 Administrative Reforms Commission
- 4.2 Good Governance
- 4.3 Transparency
- 4.4 Accountability

MAPAD-402**PAPER NAME- Economic Policy and Administration
(Advanced Study)****Unit–I: Evolution of Indian Economic Policy**

Sub-Units:

- 1.1 Development of Indian Economic Policy
- 1.2 From Planning to Liberalization

Unit–II: Public Finance and Tax Administration**Sub-Units:**

- 2.1 Public Finance
- 2.2 Budget
- 2.3 Tax Administration

Unit–III: Public Enterprises and Disinvestment**Sub-Units:**

- 3.1 Administration of Public Enterprises
- 3.2 Disinvestment Policy

Unit–IV: Global and Sustainable Development**Sub-Units:**

- 4.1 Inclusive Development
- 4.2 Sustainable Development
- 4.3 Role of Global Economic Institutions

MAPAD-403**PAPER NAME- Development Administration (Advanced Study)****Unit–I: Models of Development Administration****Sub-Units:**

- 1.1 Concept of Development Administration
- 1.2 Models of Development
- 1.3 Role of Administration in Development

Unit–II: Development Policies

Sub-Units:

- 2.1 Rural Development Schemes
- 2.2 Urban Development Policies

Unit–III: Participatory Development

Sub-Units:

- 3.1 Decentralization
- 3.2 Participatory Development
- 3.3 Self-Help Groups
- 3.4 Role of NGOs

Unit–IV: Social Justice and Poverty Alleviation

Sub-Units:

- 4.1 Poverty Alleviation
- 4.2 Social Justice
- 4.3 Sustainable Development Goals (SDGs)

MAPAD-404

PAPER NAME- Public Policy and Administration

Unit–I: Introduction to Public Policy

Sub-Units:

- 1.1 Meaning of Public Policy
- 1.2 Nature of Public Policy
- 1.3 Policy Formulation Process

Unit–II: Policy Analysis and Implementation

Sub-Units:

- 2.1 Models of Policy Analysis

2.2 Policy Implementation

2.3 Policy Evaluation

Unit–III: Sectoral Policies

Sub-Units:

3.1 Education Policy

3.2 Health Policy

3.3 Environmental Policy

3.4 Social Security Policy

Unit–IV: Policy Reform and Citizen Participation

Sub-Units:

4.1 Policy Reforms

4.2 Innovation in Policy

4.3 Citizen Participation

4.4 Accountability

MAGEO-SEM406

Dissertation

Unit–I: Research Planning

Sub-Units:

1.1 Selection of Research Topic

1.2 Approval of Synopsis

Unit–II: Data Collection and Analysis

Sub-Units:

2.1 Data Collection

2.2 Data Analysis

Unit–III: Report Writing and Viva

Sub-Units:

- 3.1 Dissertation Writing
- 3.2 Submission
- 3.3 Viva-Voce Examination

Reference Books:**SEMESTER – 4th****MAPAD–401: Public Administration in India (Advanced)****Reference Books:**

1. Indian Administration – S. R. Maheshwari
 2. Governance in India – M. L. Goel
-

MAPAD–402: Economic Policy and Administration (Advanced)**Reference Books:**

1. Indian Economy – Uma Kapila
 2. Public Finance in India – S. K. Singh
-

MAPAD–403: Development Administration (Advanced)**Reference Books:**

1. Development Administration in India – M. P. Mathur
 2. Participatory Development – Robert Chambers
-

MAPAD–404: Public Policy and Administration**Reference Books:**

1. Public Policy – Thomas R. Dye
 2. Public Policy Analysis – William N. Dunn
 3. Public Policy in India – Rajni Kothari
-

MAPAD–SEM406: Dissertation

Reference Books:

1. Research Methodology – C. R. Kothari
2. Writing Research Papers – James D. Lester
3. MLA Handbook – MLA Handbook

