

POST GRADUATE- Public Administration

Papers and codes

Prev. (all papers are compulsory)

- I- 4581- Administrative Theories and Management**
- II- 4582- Administrative Thinkers**
- III- 4583- Comparative Public Administration**
- IV- 4584- Public Personnel Administration**

Final (first two papers are compulsory and for paper III to V select one paper from each group)

- I- 5581-Indian Administrative System**
- II- 5582- Economic Policy and Administration**
- III A- 5583A- Social Administration**
- III B- 5583B- Labour Welfare Administration**
- IIIC- 5583C- Rural Local Administration**

- IVA- 5584A-Development Administration**
- IVB- 5584B- Research Methodology**
- IVC-5584C- Urban Local Administration**

- VA-5585A-Constitution and Administration**
- VB-5585B- State Administration in India**
- VC-5585C- Dissertation—(Not for non-collegiates)**

Post Graduate Programme

1. At each of the Previous and Final Year Examination in a subject, a candidate must obtain for a pass (i) atleast 36 % marks of the aggregate marks in all the papers prescribed at the examination, and (ii) atleast 36% marks in practical, wherever prescribed, at the examination; provided that if a candidate fails to secure 25% marks in each individual paper of theory at any of the examination and also in the Dissertation; wherever prescribed, he/she shall be deemed to have failed at the examination, notwithstanding his/her having obtained the minimum percentage of marks required in the aggregate for the examination. Division will be awarded at the end of the Final Examination of the combined marks obtained at the Previous and the Final Examinations taken together as noted below. No Division will be awarded at the Previous Examination.

First Division	:	60 Percent of the total aggregate
Second Division	:	48 Percent marks of Previous and
Third Division	:	36 Percent Final year taken together

Note : The candidate is required to pass separately in theory and practicals.

2. Dissertation may be offered by regular students only in lieu of one paper of Final Year Examination as prescribed in the syllabus of the subject concerned. Only such candidates will be permitted to offer dissertation who have secured atleast 50% marks in the aggregate at the previous examination.

Note: Dissertation shall be type-written and shall be submitted in triplicate, so as to reach the Controller of Examinations atleast two weeks before the commencement of Examination.

3. There shall be atleast eight theory in Post-Graduate Examination, 4 in Previous and 4 in Final year examinations of 100 marks each unless and otherwise prescribed. The non-credit papers wherever prescribed will remain as such. The marks of these non-credit papers will not be counted for division but passing in the same is compulsory.
4. Each theory paper will be of three hours duration.
5. Wherever practicals are prescribed the scheme will be included in the syllabus.
6. A candidate who has completed a regular course of study for one academic year and Passed M.A. / M.Sc./ M.Com. Previous Examination of the university shall be admitted

to the Final Year Examination for the degree of Master of Arts / Master Of Science / Master of Commerce provided that he / she has passed in atleast 50% of the papers at the previous examination by obtaining atleast 36% marks in each such paper.

- (a) For reckoning 50% of the papers at the previous examination, practical will be included and one practical will be counted as one paper.
- (b) Where the number of papers prescribed at the previous examination is an odd number it shall be increased by one for the purpose of reckoning 50% of the paper.
- (c) Where a candidate fails for want of securing minimum aggregate marks but secured 36% marks in atleast 50% of the papers, he/she will be exempted from re-appearing in those papers in which he/she has secured 36% marks.
- (d) Where the candidate secures requisite minimum percentage in the aggregate of all the papers but fails for want of the requisite minimum percentage of marks prescribed for each individuals paper he/she shall be exempted from re-appearing in such paper (s) in which he / she has secured atleast 25% marks.

7. A candidate who has declared fail at the Final Year Examination for the degree of Master of Science / Arts, Commerce shall be exempted from reappearing in a subsequent year in the following papers :

- (a) Where a candidate fails for want of securing the minimum percentage in the aggregate marks, he/she shall be exempted from re-appearing in such paper (s) Practical (s). Dissertation in which he/she has secured atleast 36% marks; provided he/she is passing in atleast 55% of the papers. (Here passing in each paper requires 36% marks).
- (b) Where a candidate secures the minimum requisite including dissertation wherever prescribed but fails for want of minimum percentage of marks prescribed for in each individual paper / dissertation, he / she shall be exempted from reappearing in such paper (s) dissertation in which he/she has secured atleast 25% marks provided he/she is passing in atleast 50% of the paper (here passing in each paper requires 25% marks).

निर्देश :

1. सत्र 2002 से प्रभावित पाठ्यक्रमों एवं 2003 की परीक्षा से प्रभावी परीक्षा प्रणाली।

2. सम्पूर्ण पाठ्यक्रम पाँच इकाइयों में विभाजित होगा।
3. सम्पूर्ण प्रश्न पत्र तीन खण्डों में विभाजित होगा। जिनमें पाँचों इकाइयों के पाठ्यक्रम को सम्मिलित किया जायेगा।
4. सम्पूर्ण प्रश्न पत्र के निम्नांकित तीन खण्ड होंगे –

खण्ड (अ)

इस भाग में दस वस्तुनिष्ठ/लघु उत्तरात्मक प्रश्न होंगे। प्रत्येक इकाई से दो प्रश्न होंगे। प्रत्येक प्रश्न एक अंक का होगा। ये दस प्रश्न पत्र विकल्प रहित होंगे। लघुत्तर लगभग 20 शब्दों में होगा।(10 अंक)

खण्ड (ब)

इस भाग में प्रत्येक इकाई से दो प्रश्न पूछे जायेंगे। कुल दस प्रश्न होंगे जिनके विकल्प भी इसी इकाई से होंगे। प्रत्येक प्रश्न दस अंकों का होगा। इन प्रश्नों के उत्तर लगभग 250 शब्दों तक दिये जा सकते हैं। (50 अंक)

खण्ड (स)

इस भाग में चार विवेचनात्मक प्रश्न पूछे जायेंगे जिनमें से दो प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न का उत्तर लगभग 500 शब्दों में देना होगा। इन प्रश्नों में एक प्रश्न के दो भाग भी हो सकते हैं। (40 अंक)

नोट : प्रायोगिक विषयों में इस परीक्षा प्रणाली का अंक विभाजन विषयों के साथ दिया गया है।

M.A. (PREVIOUS)
PUBLIC ADMINISTRATION, 2002-2003

PAPER-I : ADMINISTRATIVE THEORIES :
CONCEPTS & APPLICATIONS

UNIT-I

Basic Premises :

Meaning, Nature and Significance of Public Administration, Evolution of Public Administration as a discipline, New Public Administration.

Contemporary approaches to the study of Public Administration (Behavioural System & Structural Functional).

UNIT-II

Theories & Techniques of Administration :

Scientific Management (Taylor & his associates) the bureaucratic theory of organisation (Weber) human relations theory of organisation (Elton Mayo and his colleagues).

Relevance of Policy-making in Public Administration. The Process of Policy Formulation and Implementation.

UNIT-III

Principles of Organisation :

Hierarchy, Unity of Command, Authority & Responsibility, Co-ordination, Span of Control, Supervision, Centralization and Decentralization, Delegation.

UNIT-IV

Administrative Behaviour :

Decision-making with special reference to the contribution of Herbert Simon. Theories of leadership, Communication, Morale, Motivation (Maslow Herzberg and McGregor) Group Dynamics.

UNIT-V

Administrative Techniques :

O & M, work study, work measurement, Administrative Reforms.

Importance of Administrative Law; Delegated Legislation, Administrative Tribunals.

Management Practices: Automation, Cybernetics, PERT, CPM, Use of Computers in Administration,
N.B.C. Social responsibilities of management.

Books Recommended :

1. Pffifner and Presthus : Public Administration
2. Felix A. Nigro : Modern Public Administration
3. Rabber S. Basic : Action Administration
4. M.P. Follet : Dynamic Administration
5. March & Simon : Organisations
6. Etzioni : A Comparative Analysis of Complex Organisation
7. William P. Sexton : Organisation theories
8. Gerald Caiden : Dynamics of Public Administration
- 9^ण अवस्थी एवं महेश्वरी : लोक प्रशासन (अंग्रेजी में भी)
- 10^ण महादेव प्रसाद शर्मा : लोक प्रशासन : सिद्धान्त तथा व्यवहार

Journals

1. Indian Journal of Public Administration, New Delhi
2. Public Administration Review, U.S.A.
3. Public Administration, London
4. Administrative Change, Jaipur
5. Canadian Journal of Public Administration, Ottawa

N.B.: These Journal will be found useful for other papers only.

PAPER-II : ADMINISTRATIVE THINKERS

The ideas of certain important Thinkers in the field of administration mentioned against their names :

UNIT-I

1. Woodrow Wilson : (a) Beginning of Public Administration as a subject of Enquiry.
(b) Science of Administration (Administrative Science)
(c) Politics and Administration
2. Henri Fayol : (a) Manaterial Activities
(b) Principles of Organisation
(c) Administrative Training

UNIT-II

1. George Elton Mayo : (a) Clinical method
(b) Howthern Studies : Major findings, impact on organisational behaviour.
(c) Human Relation Approach
2. Chester I. Barnard : (a) Satisfaction Equilibrium
(b) Authority and Responsibility.
(c) Formal and Informal Organisation

UNIT-III

1. Mergregor : (a) Theory 'X' and Theory 'Y'
(b) Scanlon Plan
(c) Conflict Management
2. Frederic Herzberg : (a) Two Factor Theory
(b) Job Enrichment

UNIT-IV

1. Rensis Likert : (a) Supervisory Style
(b) Organisational Improvement
(c) Managing Conflict

2. Warren G. Bannis : (a) Idea of Beyond Bureaucracy
(b) Concept of Organisational Development
(c) The Theory of Change

UNIT-V

1. Kautilya : (a) Machinery of Government
(b) Principle of Authority and Obedience
(c) Law and Order Administration

Books Recommended :

1. R. Prasad & Others : Administrative Thinkers
2. RN. Singh : Management Thought & Thinkers
3. S.S. Ali : Eminent Administrative Thinkers
4. Tilest, Kemperner & Mills : Management Thinkers
5. Daniel E. Criffths : Administrative Theory
6. R.J.S. Baker : Administrative Theories & Public Administration
7. Chester I. Barnard : Functions of the Chief Executive
8. Fayol : General & Industrial Management
9. Peter Self : Administrative Theories & Politics
10. Nicolos P. Mouzelia : Organisation and Bureaucracy
11. Fred Luthaus : Organisational Behaviour
12. Gerald E. Caiden : The Dynamics of Public Administration Guideline to current transformation in Theory & Practice.

PAPER-III : COMPARATIVE ADMINISTRATIVE SYSTEMS

UNIT-I

Comparative Public Administration :

Concept, Nature, Evolution, Scope and Significance, Theory Building in Comparative Public Administration.

Public Administration and Environment:

Social, Economic, Cultural, Political and Constitutional.

UNIT-II

Approaches to the study of comparative Public Administration :

- (a) Behavioural
- (b) Structural Functional
- (c) System
- (d) Ecological

UNIT-III

Max Weber's Typology of Authority and Administrative Systems :

Essential features and use of Ideal Type Bureaucratic Model, Weber's Model and its Utility and Limitations in the context of Administrative Systems of Third World.

Rigg's Typology of Societies :

Aggreria - Industrial Typologies, Fused-Prismatic-Differacted Model and Sala Model.

UNIT-IV

Concept of Development Administration and Administrative Development.

Administrative Systems of Advanced Countries :

Salient features of Administrative Systems of U.K., U.S.A. and France.

UNIT-V

A Study of the following institutions :

- (a) Department of State (U.S.A.)
- (b) Independent Regulatory Commissions (U.S.A.)
- (c) Salient Features of State Administration in U.S.A.
- (d) British Treasury (U.K.)
- (e) Parliamentary Commissioner (U.K.)
- (f) Ombudsman (Sweden)

Books Recommended :

1. Ferrel Heady : Public Administration : A Comparative Respective (Englewood Cliffs, N.J. Prentice Hall, 1966).
2. Sybil I. Stokes : Papers in Comparative Public Administration (Ann Arbor : University of Michigan Press, 1962).
3. Nimrod Rapheels : Readings in Comparative Public Administration (Baston, Allyn Bacon, 1967).
4. Ramesh K. Arora : Comparative Public Administration; An Ecological Perspective (Associated Publishing House, New Delhi, 1979).
5. Keith Henderson (Ed) : Comparative Public Administration : Theory and Relevance (New York Graduate School of Public Administration - New York University, 1967).
6. Prestone Le Breton (Ed): Comparative Administrative Theory (Seattle, University, Washington Press, 1968).
7. E.N. Gladden : Central Administration in Britain.
8. Mc Henry and Ferguson : The American System of Government (Latest Edition).
9. T.N. Chaturvedi : तुलनात्मक लोक प्रशासन
10. Ramesh K. Arora : तुलनात्मक लोक प्रशासन
11. Reinhard Bendir : Max Weber; An Intellectual Portrait.
12. Irvin Swerdlon (Ed) : Towards the Comparative Study of Public Administration.
13. Ridley and Blondel : Public Administration in Britain.
14. Mackenzie & Grove: Central Administration in Britain.
15. Guay Hathron (Ed) : Government and Politics in the United States.

PAPER-IV : PUBLIC PERSONNEL ADMINISTRATION

UNIT-I

Concept of Public Personnel Administration :

Nature, Scope, Importance of Public Personnel Administration. Principles and Problems of Public Personnel Administration, Recent Trends.

Development and. Significance of Civil Services in developed and developing countries.

UNIT-II

Bureaucracy : Its Nature and Concept, Recent Trends and Types of Bureaucracy with special reference to Marstein Marx, Role of Bureaucracy in Administrative System.

Public Service in France : Under mentioned topics to be studied : Recruitment, Classification, Training, Salary and Promotion.

UNIT-III

Public Services in U.K.: Under mentioned topics to be studied : Recruitment, Classification, Training, Salary and Promotion.

Public Services in U.S.A. : Under mentioned topics to be studied : Recruitment, Classification, Training, Salary and Promotion.

UNIT-IV

Public Services in India : Under mentioned topics to be studied : Historical Background of Indian Civil Services, Important features of Personnel Administrations; Recruitment; Classification; Promotion; Training; Salary; Code of Conduct and Disciplinary Actions.

UNIT-V

A Comparative study of Public Personnel Administration with-special reference to India, U.K., U.S.A. and France on following topics : Employee Organisations; Right to Strike, Political Rights and Retirement Benefits.

Study of following Institutions :

- Union Public Service Commission (India)
- Civil Service Commission (U.K.)
- Wheiteley Councils (U.K.)
- Ecole National d1 Administration (France)

Books Recommended :

1. O.G. Stahl : Public Personnel Administration
2. N.C. Roy : Civil Service in India
3. S.L. Goel : Public Personnel Administration
4. V.M. Sinha : Public Personnel Administration
5. Finer : Theory & Practice of Modern Government.
6. Falix A. Nigso : Public Personnel Administration
7. Dwarka Das, R. : Role of Higher Civil Service in India
8. Morris Jones : The Government and Politics of India
9. 'O'Malley: Indian Civil Service
10. Herman Finer : British Civil Service
11. Mackenzie & Grove : Central Administration in Great Britain
12. Sharp, W. : The French Civil Service : Bureaucracy in Transition.
13. Hyneman, C.S. : Bureaucracy in Democracy
14. C.M. Jain : सेवीवर्गीय प्रशासन
- 15^प V.M. Sinha : कार्मिक प्रशासन