

# **M.A. (Previous) Public Administration SEMESTER-I**

## **Paper-I Administrative Theories and Management**

**Examination Scheme of each paper :**

<b>I</b>	<b>10 QUESTIONS (very short answer Questions)</b>	<b>10 X 1 MARK EACH</b>	<b>= 10 Marks</b>
<b>II</b>	<b>3 QUESTIONS (easy type one question each unit with internal choice)</b>	<b>3 X 20 MARK EACH</b>	<b>= 60 Marks</b>
	<b>Total of End semester exam (duration of exam 3 hours)</b>		<b>= 70 Marks</b>
	<b>Internal assessment</b>		<b>= 30 Marks</b>
	<b>Maximum Marks</b>		<b>=100 Marks</b>
	<b>Minimum Marks</b>		<b>= 40 Marks</b>

### **UNIT –I**

Public Administration as a Social Science, Evolution of Public Administration as a Discipline its Relation with Political Science, Economics, Sociology, Law and Psychology. Concept of New Public Administration, Minnowbrook Conference –I,II&III

### **UNIT-II**

Theories of Administration :-Scientific Management (Contribution of F.W. Taylor), Max Weber bureaucratic Theory, classical Theory (Fayol, Gullick, Urwick), Human Relations (Elton Mayo), Organisational Analysis –Chester Barnard

### **UNIT-III**

Principles of Administration, Hierarchy, unity of command, Span of control, Co-ordination, Delegation, Supervision and Leadership.

# **M.A. (Previous) Public Administration**

## **SEMESTER-I**

### **Paper-II Comparative Public Administration**

Examination Scheme of each paper :

<b>I</b>	<b>10 QUESTIONS (very short answer Questions)</b>	<b>10X 1 MARK EACH</b>	<b>= 10 Marks</b>
<b>II</b>	<b>3 QUESTIONS(easy type one question each unit with internal choice)</b>	<b>3 X 20 MARK EACH</b>	<b>= 60 Marks</b>
	<b>Total of End semester exam (duration of exam 3 hours)</b>		<b>= 70 Marks</b>
	<b>Internal assessment</b>		<b>= 30 Marks</b>
	<b>Maximum Marks</b>		<b>=100 Marks</b>
	<b>Minimum Marks</b>		<b>= 40 Marks</b>

#### **UNIT –I**

Comparative Public Administration-Concept , Nature, Evolution, Scope and Significance, Public Administration and Environment, Social, Economic, Cultural and Political

#### **UNIT-II**

Approaches to the Study of Comparative Public Administration, Institutional & Neo Institutional Systems, Structural –Functional, Ecological

#### **UNIT-III**

Salient Features of Administrative System of U.K, U.S.A, and France

# **M.A. (Previous) Public Administration SEMESTER-I**

## **Paper-III Public Personnel Administration**

**Examination Scheme of each paper :**

<b>I</b>	<b>10 QUESTIONS (very short answer Questions)</b>	<b>10X 1 MARK EACH</b>	<b>= 10 Marks</b>
<b>II</b>	<b>3 QUESTIONS(easy type one question each unit with internal choice)</b>	<b>3 X 20 MARK EACH</b>	<b>= 60 Marks</b>
	<b>Total of End semester exam (duration of exam 3 hours)</b>		<b>= 70 Marks</b>
	<b>Internal assessment</b>		<b>= 30 Marks</b>
	<b>Maximum Marks</b>		<b>=100 Marks</b>
	<b>Minimum Marks</b>		<b>= 40 Marks</b>

### **UNIT -I**

Conceptual :- Bureaucracy it's Nature and Concept, Recent Trends and types of bureaucracy with Special Reference to Marstien Marx, Development and Significance of Public Services

### **UNIT-II**

Nature and Scope of Personnel Administration, Human Resource Management, Neutrality of Civil Service, Ethics in Public Services

### **UNIT-III**

Meaning and Principles of Recruitment, Promotion, Classification, Training, conduct Rules, Salary, Disciplinary Action, Code of Conduct, Political Rights and Retirement Benefit's.

# **M.A. (Previous) Public Administration SEMESTER-I**

## **Paper-IV Social Administration in India**

**Examination Scheme of each paper :**

<b>I</b>	<b>10 QUESTIONS (very short answer Questions)</b>	<b>10X 1 MARK EACH</b>	<b>= 10 Marks</b>
<b>II</b>	<b>3 QUESTIONS(easy type one question each unit with internal choice)</b>	<b>3 X 20 MARK EACH</b>	<b>= 60 Marks</b>
	<b>Total of End semester exam (duration of exam 3 hours)</b>		<b>= 70 Marks</b>
	<b>Internal assessment</b>		<b>= 30 Marks</b>
	<b>Maximum Marks</b>		<b>=100 Marks</b>
	<b>Minimum Marks</b>		<b>= 40 Marks</b>

### **UNIT -I**

Concepts Meaning Nature, Scope, Principles and Significance of Social Administration, Social Legislation in India, it's Inadequacies and suggestion's

### **UNIT-II**

Organisation :-Social Administration at the Central Level, Ministry of Social Welfare, It's Composition and Working, Central Social Welfare boards, it's Composition, functional and Status

### **UNIT-III**

Directorate of Social Welfare of Rajasthan, Role, Significance and Problems of Social Welfare, Personnel System for Social Administration at various Level's, problem of Social Administration in India, Role of National Commission on Human Right's.

# M.A. (Previous) Public Administration SEMESTER-II

## Paper-I Administrative Theories and Management

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

### UNIT –I

Administrative Structure- Chief Executive, Line and staff, Authority , Responsibility, Centralisation and Decentralisation

### UNIT II

Administrative Behavior-Decision making (Herbert Simion) Motivation (Mcgreger, Maslow and Herzberg ,Theory z(William ouchi) Morale and Leadership & Communication

### UNIT III

Administrative Techniques, Public Relations, Participative Management, Group Dynamics, Modern Aids to Management, Automation, cybernetics, Pert & Cpm New public Management, Public Choice Theory, E-governance, New Public Service, Theory(Robert Dehardt)

### Core Readings:-

- 1.Piffiner and Presthus:Public Administration
- 2.Simon,Smithburg &Thompson:Public Administration
- 3.Felix A Nigro:Modern Public Administration
- 4.Tilet Kempner and Mils:Management Thinkers
- 5.Terry:Principles of Management
- 6.Newman and Simmer:Process of Management
- 7.Mcfarland:Management Principle and Practices
- 8.Hanika :New Thinking in Management
- 9.Awasthi Avum Maheshwari:Lok Prashashan
- 10.Mcgregor:The Human Side of Enterprise
- 11.yksd iz”kklu fl+)kUr ,oa O;ogkj : egknso izlkn “kekZ
- 12izHkqnRr “kekZ : yksd iz”kklu
- 13 iz”kklfud fl)kUr :voLFkh ,oa ekgs”kojh

# M.A. (Previous) Public Administration SEMESTER-II

## Paper-II Comparative Public Administration

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

### UNIT –I

Max Weber's Typology of Authority and Administrative Systems with particular Reference to use of Ideal Type of bureaucratic Model, Weber's Model and It's Utility and Limitation's in the Context of Administrative Systems of Third World

Riggs Typology of Societies with Particular Reference to Prismatic Society, Sala Model and Prismatic Society Revisited

### UNIT –II

Salient features of Administrative System of Bangladesh, China and Nepal - Comparision with Indian System

### UNIT- III

Administrative Institutions-British Treasury, State Department (USA) Independent Regulatory Commission in USA, Council ' D Etat, Ombudsman in U.K, China, France, USA, Bangladesh,

### Core Readings:-

1. William Siffin (Ed.) Towards the Comparative Study of Public Administration
2. Ferrel Heady:and Sybil Stokes (Eds.) Papers in Comparative Public Administration(1962)
3. Ferrel Heady : Public Administration(A Comparative Perspective)
4. Herman Finer:Government of Greater European Powers
5. T.N Chaturvedi:Tulnatmak Lok Prashashan
6. Surendra Kataria:Tulnatmak Lok Prashashan (Hindi)
7. Fred W.Riggs (Ed) : Development Administration in Asia
8. U.S.Government :Organisation Manual (Latest Edition)

# **M.A. (Previous) Public Administration SEMESTER-II**

## **Paper-III Public Personnel Administration**

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

### **UNIT –I**

The following topics to be discussed with Reference to India-Classification, Recruitment, Training , Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotitation, Political Right's and Right's to Strike, Retirement benefits, Union Public Service Commission

### **UNIT-II**

The following Topics to be discussed With Reference to UK, USA:-Classification, Recruitment, Training ,Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotitation, Political Rights and Right to Strike, Retirement benefit's, Machinery for Negotiation-Joint consultative Council ,Comparison with Whitley Councils

### **UNIT-III**

The Following Topics to be discussed with Reference to France- Classification, Recruitment, Training , Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotitation, Political Right's and Right's to Strike, Retirement benefits

### **Core Readings:**

- 1.Finer: Theory and Practice of Modern Government (Chapters on Civil Service)
- 2.E.N.Gladen:British Civil Service-its Problem and Future.
- 3.V.M.Sinha: Personnel Administration
- 4.C.M.Jain: Sevavergiya Prashashan
- 5.S.K Kataria:Karmik Prashashan(Hindi)
- 6.O.Glenn Stahl:Public Personnel Administration

# M.A. (Previous) Public Administration SEMESTER-II

## Paper-IV Social Administration in India

Examination Scheme of each paper :

I	10 QUESTIONS (very short answer Questions)	10X 1 MARK EACH	= 10 Marks
II	3 QUESTIONS(easy type one question each unit with internal choice)	3 X 20 MARK EACH	= 60 Marks
	Total of End semester exam (duration of exam 3 hours)		= 70 Marks
	Internal assessment		= 30 Marks
	Maximum Marks		=100 Marks
	Minimum Marks		= 40 Marks

### UNIT –I

Social Policy in India:- Policy and Problem Perspective for the Welfare of the SC, ST Women and Children, Social Planning in India:-Social Development Under Various five year plans, Problems and Suggestions.

### UNIT-II

Department of Women and Child Development, Social Administration at the State Level, State Social Welfare Advisory Board –It's Composition and function's

### UNIT-III

Social Administration at District Level, Role of Voluntary Agencies and Non-Governmental Organisations In India, Need for the Creation of a Special cadre of Social Administration, Role of National Commission for Women, Commission for Sheduled Castes and Scheduled Tribes &National Commission on human Right's

### Core Readings:

- 1.Almond and Coleman: Politics of Developing Area
- 2.H.V.Wiseman :Political System : Some Sociological Approach
- 3.Almond and Powell: Comparative politics-A Development Approach
- 4.Eckstein and apter: Comparative Politics
- 5.M.J.M,Machenize:Politics and Social Science
- 6.izHkqnRr “kekZ:jktuhfr ,oa iz”kklu
- 7 S.P.Verma:Modern Political Theory
- 8.Ramesh K.Arora:Comparative Public Administration