

SYLLABUS

PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2020-21

M.A. (Final) Examination, 2020-21



JAI NARAIN VYAS UNIVERSITY
JODHPUR

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IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examinees be permitted to use their personal transistorised pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not conform to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.

NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfil 75% attendance rule in each subject and there must be 75 % attendance of the student before he/she could be permitted to appear in the examination.

**REGISTRAR
(Academic)**

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JAI NARAIN VYAS UNIVERSITY
JODHPUR

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DEPARTMENT OF PUBLIC ADMINISTRATION

LIST OF TEACHING STAFF

S.No.	Name & Designation	Qualification	Area of Specialization
	PROF. & HEAD		
1.	Dr. Jagmal Singh Shekhawat	M.A.(Pol.Science & Public Adm), Ph.D.	Indian Administration, State and Local Administration
	PROFESSOR		
2.	Dr. Sharad Shekhawat Assistant Professor	M.A. (Public Adm.) Ph.D.	Personnel Administration

FACULTY OF ARTS, EDUCATION & SOCIAL SCIENCES
MASTER OF ARTS

General Information for Students

The examination for the degree of Master of Arts, Education and Social Sciences shall consist of two parts : (i) The Previous Examination and (ii) The Final Examination.

The examination will be through theory papers/practicals/viva. Pass marks for the previous and final examinations are 36 % of the aggregate marks in all the theory papers and viva/practicals and not less than 25% marks in the individual theory paper viva/practicals. A candidate is required to pass in the written and the practical/viva examinations separately.

Successful candidates will be placed in the following divisions on the basis of the total marks obtained in previous and final examinations taken together !

First division 60%, Second division 48% and Third division 36%

No student will be permitted to register himself simultaneously for more than one post-graduate course.

ATTENDANCE

1. For all regular candidates in the faculties of Arts, Education and Social Sciences, Science, Law, Commerce and Engineering, the minimum attendance requirement shall be that a candidate should have attended at least 75% of the lectures delivered and tutorials held taken together as well as 75% of practicals and sessionals from the date of his/her admission.
2. Condonation of shortage attendance:
The shortage of attendance upto the limits specified below may be condoned on valid reasons
 - i) Upto 6% in each subject plus 5 attendance in all the aggregate of subjects/papers may be condoned by the Vice-Chancellor on the recommendation of the Dean/Director/Principal for undergraduate students and on the recommendation of the Head of the Department for the post-graduate classes.
 - ii) The N.C.C./N.S.S. Cadets sent out to parades and camps and such students who are deputed by the University to take part in games, athletic or cultural activities may, for purpose of attendance, be treated as present for the days of their absence in connection with the aforesaid activities and that period shall be added in their subjectwise attendance.

- Note: 1. The attendance for supplementary students will be counted from the date of their admission.
2. In the Faculty of Engineering the attendance requirement will apply to each semester.
- However, in case of practicals where examination is not held at the end of the first semester but at the end of the second semester, attendance will be counted at the end of the second semester taking into account attendance put in both the semesters (first and second) taken together.

MEDIUM

Candidates are not allowed to use any medium except Hindi or English for answering question papers.

For answering papers in the subjects of English/Hindi the medium will be corresponding language only.

For answering question papers in the subject of Sanskrit the candidates are allowed to use Sanskrit, Hindi or English unless specified otherwise.

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**PUBLIC ADMINISTRATION
NEW EXAMINATION SCHEME
(Pattern of Question Paper)**

PART-A (भाग-अ)

भाग अ के सभी प्रश्न अनिवार्य हैं। इन प्रश्नों के उत्तर प्रत्येक 30 शब्दों तक सीमित हैं। प्रत्येक प्रश्न 2 अंक का है।

The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (भाग-ब)

प्रत्येक इकाई में से एक प्रश्न का चयन करते हुए कुल पाँच प्रश्नों के उत्तर दीजिये। प्रत्येक प्रश्न का उत्तर लगभग 250 शब्दों तक सीमित है। प्रत्येक प्रश्न 7 अंक का है।

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (भाग-स)

इस भाग से कुल तीन प्रश्नों के उत्तर दीजिये। प्रत्येक प्रश्न का उत्तर लगभग 500 शब्दों तक सीमित है। प्रत्येक प्रश्न 15 अंक का है।

Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words. Each question carries 15 marks

PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2020-21

There will be four papers, each of three hours duration and carrying 100 marks.

Paper I : Principles of Public Administration

Paper II : Comparative Public Administration

Paper III: Public Personnel Administration

Paper IV: Public Administration in India

M.A. (Final) Examination, 2020-21

There will be Five papers, each of three hours duration and carrying 100 marks

Paper V : Administrative Thought

Paper VI : Financial Administration with Special Reference to India.

Optional Papers: VII & VIII

Any two papers are to be offered from any one of the following groups:

Group A : I : Economic Systems and Administration

II : Social Administration

Group B : I : International Organisation and Administration

II : State Administration in India with Special
Reference to Rajasthan

Group C : I : Urban Local Administration

II : Rural Local Administration

Group D : I : Research Methodology

II : Public Policy

Paper (IX): Indian Constitution and Administrative Institutions.

DISSERTATION

Dissertation may be offered in lieu of one paper from optional group at the final examination. Only those candidates can offer dissertation who have secured 55% marks in M.A. Previous Examination. The candidates offering dissertation shall be required to submit dissertation three weeks before M.A. Final Examination. There will be 75 marks for written dissertation and 25 marks for Viva-voce.

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PAPER I
PRINCIPLES OF PUBLIC ADMINISTRATION

Unit 1 : Basic Premise : Meaning, scope, nature and importance of Public Administration, Politics and Administration, the distinctions and similarities between public and private administration, New Public Administration. The Public Choice School; New Public Management Perspective.

Unit 2 : Theories of Organisation: Scientific Management, The Bureaucratic theory of Organisation, Classical theory, The Human Relation theory, Behavioural Approach, Systems Approach, Organisational Effectiveness.

Unit 3: Principles of Organisation: Formal and Informal Organisation, Hierarchy, Span of Control. Unity of Command, Authority and Responsibility, Coordination, Supervision, Centralisation and Decentralisation.

Structure of Organisation: Chief Executive, Line and Staff Agencies, Department, Head Quarter and field relationship.

Unit 4 : Administrative Behaviour : Decision Making, Theories of leadership, Communication, Motivation and Control.

Unit 5 : Citizen and Administration : People's Participation in Administration, Public policy process and Policy making models, Role of civil society, Right to information and Citizen's Charter

CORE BOOKS

Sharma, M.P.: Public Administration: Theory and Practice

White: Introduction to Public Administration

Bhambari, C.P.: Public Administration

Awasthi & Mahaeshwari: Public Administration (Hindi & English)

Prasad, D.R. & Others: Administrative Thinkers

ADDITIONAL READINGS

Frank Marini (en.): Towards New Public Administration

Sharma, R.D.: Advanced Public Administration

Rumki Basu: Public Administration-Concept and Theories

Albert Lepawski: Administration

Mohit Bhattacharya: Public Administration : Structure, Process and Behaviour

PAPER II
COMPARATIVE PUBLIC ADMINISTRATION

- Unit 1 : Comparative Public Administration : Concept, Nature, Scope, Evolution and Significance; Features of Developed and Developing Societies Administration; Approaches to the Study of Comparative Public Administration.
- Unit 2 : Weber's Typology of Authority and Administrative System with particular reference to the Ideal Type Bureaucratic Model, Rigg's Contribution with particular reference to Prismatic Society and Sala model, Rigg's view on Development.
- Unit 3: The Concept, Scope and Significance of Development Administration, Economic and Socio-Cultural Context of Development Administration, Concept of Administrative Development, Bureaucracy and Development Administration.
- Unit 4: Salient features of the Administrative Systems of U.K., U.S.A. and France: Comparative Study of their Political Executive.
- Unit 5: Organisation and working of following : Treasury (UK), State Department (USA), Ombudsman (Sweden), Independent Regulatory Commissions (USA), Council of State (France).

CORE BOOKS

Sifflin: Towards the Comparative Study of Public Administration
Riggs: Ecology of Administration
Arora, Ramesh K. : Comparative Public Administration (Hindi and English)
Chaturvedi, T.N.: Tulnatmak Lok Prashasan

ADDITIONAL READINGS

Ferrinl Heady: Public Administration-A Comparative Perspective
Fred, W. Riggs : Administration in Developing Countries,
Edward Weidner (ed.): Frontiers of Development Administration
Verma, S.P. and Khanna : Comparative Public Administration

PAPER III
PUBLIC PERSONNEL ADMINISTRATION

- Unit 1 : Public Personnel Administration : Meaning, nature and scope; Development and significance of Public Personnel Administration.
- Unit 2 : Basic Concepts : Administration and Policy making; professionalisation of Civil Service; Administrative Culture; Bureacracy and Environment (Political, Social and Economic), Integrity in Administration; Concept of Ethic in Public Services.
- Unit 3: General Characteristics of Public Personnel Administration of U.S.A., U.K. and France, Need for Central Personnel Agencies, Organisation and Working of Central Personnel Agencies in U.S.A., U.K. and France.
- Unit 4: Recruitment and Training : Development of Merit system, Importance of recruitment; Methods of recruitment (U.S.A., U.K. and France); Importance and types of Training Institutions U.S.A., U.K., and France. Training techniques; Promotion; Seniority Versus Merit.
- Unit 5: Salary, Service Conditions, Service Rules; Management of Staff Relations; Disciplinary Procedures, Political Rights of Civil Servants (U.S.A., U.K. and France); Management Information system for Personnel Administration.

CORE BOOKS

Stahl, O. Glenn: Public Personnel Administration
Shafnitz, Jay (ed.): Personnel Management in Government
P.Pigors & C.A. Maynes: Personnel Administration
Goel, S.L.: Public Personnel Administration
Sinha, V.M.: Public Personnel Administration (Hindi also)

ADDITIONAL READINGS

U.K Fulton Committee: The Civil Service
Verma, S.P. & Sharma, S.K. : Managing Public Personnel System :
A Comparative Perspective
Jain, C.M.: Sevavargiya Prashasan
Maheshwari, S.R. The Civil Service in Great Britain
Jain, R.B.(ed): Aspects of Personnel Administration

PAPER IV
PUBLIC ADMINISTRATION IN INDIA

- Unit 1 : Evolution of Indian Administration: Kautilya, Mughal period & British Legacy. Constitutional framework: value premises of the Constitution, Parliamentary Democracy, federalism, Planning, Human Rights: National Human Rights Commission.
- Unit 2 : Union Government and Administration : President, Prime Minister, Council of Ministers, Cabinet Committees, Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Major Ministries and Departments.
- Unit 3: District Administration: Changing role of the District Collector, Law and Order and Development Management.
Local Government : Panchyati Raj and Urban Local Government, Main features of 73rd and 74th Constitutional Amendment, Major Rural and Urban Development Programmes and their management.
- Unit 4: Public Services : All India Services, Central Services : Union Public Service Commission, Training in the changing context of governance. Administrative Reforms: Reforms since independence; Reports of the Administration Reforms Commission, Problems of Implementation.

Impact of Information Technology on Public Administration, Indian Administration and Globalisation
- Unit 5: Major Issues in Indian Administration : Problems of Centre- State relations, Relationship between Political and Permanent Executive, Generalist and Specialist in Administration, Law and Order Administration, Changing nature of Indian Administration in context of Economic Reforms; Control and accountability over Indian Administration

CORE BOOKS

Maheshwari, S.R.: Indian Administration
Jain, R.B.: Contemporary Issues in Indian Administration
Hoshiar Singh & Mohiendra Singh: Public Administration in India
Parmatma Sharan: Public Administration in India

ADDITIONAL READINGS

Mishra, B.B.: Government and Bureaucracy in India
Ashok Chand : Indian Administration
Kaushik, S.L & Others(eds.): Public Administration in India
Arora & Others (eds.): Indian Administrative System

एम.ए. पूर्वार्द्ध-2020-21
प्रश्नपत्र-प्रथम

लोक प्रशासन के सिद्धान्त

- इकाई- 1 लोक प्रशासन का मूल विचार : अर्थ, क्षेत्र, प्रकृति एवं महत्त्व, राजनीति एवं प्रशासन, लोक एवं नीजि प्रशासन में अन्तर एवं समानताएं नवीन लोक प्रशासन, लोक चयन विचारधारा, नव लोक प्रबन्ध दृष्टिकोण
- इकाई- 2 संगठन की विचारधाराएँ : वैज्ञानिक प्रबन्ध, संगठन का नौकरशाही सिद्धान्त, शास्त्रीय विचारधारा, मानव सम्बंध विचारधारा, व्यवहारवादी उपागम, व्यवस्था उपागम, संगठनीय प्रभावशीलता
- इकाई- 3 संगठन के सिद्धान्त : औपचारिक एवं अनौपचारिक संगठन, पदसोपान, नियन्त्रण का क्षेत्र, आदेश की एकता, प्राधिकार एवं उत्तरदायित्व, समन्वय, पर्यवेक्षण, केन्द्रीयकरण एवं विकेन्द्रीयकरण
- संगठन की संरचना : मुख्य कार्यपालिका, लाइन एवं स्टाफ अभिकरण, विभाग, मुख्यालय एवं क्षेत्र सम्बन्ध
- इकाई- 4 प्रशासनिक व्यवहार : निर्णयन, नेतृत्व की विचारधाराएँ, संचार, अभिप्रेरणा एवं नियन्त्रण
- इकाई- 5 नागरिक एवं प्रशासन : प्रशासन में जन सहभागिता, लोक नीति प्रक्रिया एवं नीति निर्माण प्रारूप, नागरिक समाज की भूमिका, सूचना का अधिकार एवं नागरिक अधिकार पत्र

प्रश्नपत्र – द्वितीय

तुलनात्मक लोक प्रशासन

- इकाई- 1 तुलनात्मक लोक प्रशासन – सकल्पना, प्रकृति, क्षेत्र विकास एवं महत्त्व, विकसित एवं विकासशील समाजों के प्रशासन की विशेषताएँ, तुलनात्मक लोक प्रशासन के अध्ययन के उपागम
- इकाई- 2 नौकरशाही के आदर्श प्रारूप के संदर्भ में वैबर के प्राधिकार के प्रकार एवं प्रशासनिक व्यवस्था, एफ.डब्ल्यू रिग्स का प्रिज्मेटिक समाज एवं साला प्रारूप के संदर्भ में योगदान, विकास पर एफ.डब्ल्यू रिग्स के विचार
- इकाई- 3 विकास प्रशासन की संकल्पना, क्षेत्र एवं महत्त्व, विकास प्रशासन का आर्थिक एवं सामाजिक-सांस्कृतिक संदर्भ, प्रशासनिक विकास की सकल्पना, नौकरशाही एवं विकास प्रशासन
- इकाई- 4 ब्रिटेन, संयुक्त राज्य अमेरिका एवं फ्रांस की प्रशासनिक व्यवस्था की मुख्य विशेषताएँ, उनकी राजनीतिक कार्यपालिका का तुलनात्मक अध्ययन
- इकाई- 5 निम्न के संगठन एवं कार्यकरण : राजकोष (यू.के.), राज्य विभाग (यू.एस.ए.) ओम्बुड्समैन (स्वीडन); स्वतंत्र नियामक आयोग (यू.एस.ए.), राज्य परिषद (फ्रांस)

प्रश्नपत्र—तृतीय

लोक कार्मिक प्रशासन

- इकाई— 1 लोक कार्मिक प्रशासन : अर्थ, प्रकृति एवं क्षेत्र; लोक कार्मिक प्रशासन का विकास एवं महत्त्व
- इकाई— 2 मूल सकल्पना; प्रशासन एवं नीति निर्माण, लोक सेवाओं का व्यवसायीकरण, प्रशासनिक संस्कृति; नौकरशाही एवं परिवेश (राजनैतिक, सामाजिक एवं आर्थिक); प्रशासन में सत्यनिष्ठा, लोक सेवाओं में नैतिकता की सकल्पना
- इकाई— 3 संयुक्त राज्य अमेरिका, ब्रिटेन एवं फ्रांस के लोक कार्मिक प्रशासन की सामान्य विशेषताएँ, केन्द्रीय कार्मिक अभिकरणों की आवश्यकता, यू.एस.ए., यू.के. एवं फ्रांस में केन्द्रीय कार्मिक अभिकरणों का संगठन एवं कार्यकरण
- इकाई— 4 भर्ती एवं प्रशिक्षण : योग्यता प्रणाली का विकास, भर्ती का महत्त्व, भर्ती प्रणाली (यू.एस.ए., यू.के. एवं फ्रांस), यू.एस.ए., यू.के. एवं फ्रांस में प्रशिक्षण संस्थानों के प्रकार एवं महत्त्व, प्रशिक्षण के तरीके; पदोन्नति, वरिष्ठता बनाम योग्यता
- इकाई— 5 वेतन, सेवा शर्तें, सेवा नियम, स्टाफ सम्बन्धों का प्रबन्ध, अनुशासनात्मक प्रक्रिया, लोक सेवकों के राजनैतिक अधिकार (यू.एस.ए., यू.के. एवं फ्रांस) कार्मिक प्रशासन के लिए प्रबन्ध सूचना व्यवस्था

प्रश्नपत्र—चतुर्थ

भारत में लोक प्रशासन

- इकाई— 1 भारतीय प्रशासन का विकास—कौटिल्य, मुगलकाल, ब्रिटेन की देन, संवैधानिक ढांचा : संविधान के मूल आधार, संसदीय प्रजातंत्र, संघवाद, नियोजन, मानव अधिकार : राष्ट्रीय मानव अधिकार आयोग
- इकाई— 2 संघ सरकार एवं प्रशासन ; राष्ट्रपति, प्रधानमंत्री, मन्त्रिपरिषद, मन्त्रिमण्डलीय समितियाँ, मन्त्रिमण्डलीय सचिवालय, प्रधानमंत्री कार्यालय, केन्द्रीय सचिवालय, प्रमुख मन्त्रालय एवं विभाग
- इकाई— 3 जिला प्रशासन : जिलाधीश की बदलती हुई भूमिका, कानून एवं व्यवस्था तथा विकास प्रबन्ध
स्थानीय शासन : पंचायती राज एवं नगरीय स्थानीय शासन, 73 वें एवं 74वें संविधान संशोधन की विशेषताएँ, प्रमुख ग्रामीण एवं नगरीय विकास कार्यक्रम एवं उनका प्रबन्ध
- इकाई— 4 लोक सेवायें : अखिल भारतीय सेवायें, केन्द्रीय सेवायें : संघ लोक सेवा आयोग, बदलते शासन परिवेश में प्रशिक्षण, प्रशासनिक सुधार : स्वतन्त्रता के पश्चात् प्रशासनिक सुधार, प्रशासनिक सुधार आयोग प्रतिवेदन, क्रियान्वयन में समस्याएँ, सूचना प्रौद्योगिकी का लोक प्रशासन पर प्रभाव, वैश्वीकरण एवं भारतीय प्रशासन
- इकाई— 5 भारतीय प्रशासन में चर्चा के मुख्य विषय : केन्द्र—राज्य सम्बन्धों की समस्याएँ, राजनैतिक एवं स्थायी कार्यपालिका के बीच सम्बन्ध, प्रशासन में सामान्यज्ञ एवं विशेषज्ञ, कानून एवं व्यवस्था प्रशासन, आर्थिक सुधारों के संदर्भ में भारतीय प्रशासन की परिवर्तित प्रकृति, भारतीय प्रशासन में नियन्त्रण एवं उत्तरदायित्व

**PUBLIC ADMINISTRATION
NEW EXAMINATION SCHEME
(Pattern of Question Paper)**

PART-A (भाग-अ)

भाग अ के सभी प्रश्न अनिवार्य हैं। इन प्रश्नों के उत्तर प्रत्येक 30 शब्दों तक सीमित हैं। प्रत्येक प्रश्न 2 अंक का है।

The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (भाग-ब)

प्रत्येक इकाई में से एक प्रश्न का चयन करते हुए कुल पाँच प्रश्नों के उत्तर दीजिये। प्रत्येक प्रश्न का उत्तर लगभग 250 शब्दों तक सीमित है। प्रत्येक प्रश्न 7 अंक का है।

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (भाग-स)

इस भाग से कुल तीन प्रश्नों के उत्तर दीजिये। प्रत्येक प्रश्न का उत्तर लगभग 500 शब्दों तक सीमित है। प्रत्येक प्रश्न 15 अंक का है।

Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words. Each question carries 15 marks