



**MAHARAJA SURAJMAL BRIJ UNIVERSITY,
BHARATPUR**

SYLLABUS

**M.A. Public Adm. (P & F)
(ANNUAL SCHEME)
Examination - 2018**

SCHEME OF EXAMINATION

(Annual Scheme)

| | | |
|--|-----------------|-----------|
| Each Theory Paper | 3 Hrs. duration | 100 Marks |
| Dissertation/Thesis/ Survey Report/Field Work, if any. | | 100 Marks |

1. The number of papers and the maximum marks for each paper/practical shall be shown in the syllabus for the subject concerned. It will be necessary for a candidate to pass in the theory part as well as in practical part (wherever prescribed) of a subject/paper separately.
2. A Candidate for a pass at each of the previous and the Final Examinations shall be required to obtain.

(i) At least 36% marks in the aggregate of all the papers prescribed for the examination and

(ii) At least 36% marks in practical(s) wherever prescribed at the examination, provided that if a candidate fails to secure at least 25% marks in each individual paper at the examination and also in the dissertation/survey report/Field work, Wherever prescribed, he shall be deemed to have failed at the examination notwithstanding his having obtained the minimum percentage of marks required in the aggregate for that examination. No division will be awarded at the previous and the end of the final Examination on the combined marks obtained at the previous and the Final Examination taken together, as noted below:

| | | | |
|-----------------|-----|---|------------------------|
| First Division | 60% | } | of the aggregate marks |
| Second Division | 48% | } | taken together of the |
| | | | previous and the Final |
| | | | Examinations. |

3. All the rest will be declared to have passed the examination. If a candidate clears any paper(s) Practical(s)/Dissertation prescribed at the Previous and/or final Examination after a continuous period of three years, then for the purpose of working out his division the minimum pass marks only viz. 25% (36% in the case of practical) shall be taken into account in respect of such paper (s) /practical(s)- Dissertation are cleared after the expiry of the aforesaid period of three years; provided that in case where a candidate required more than 25% marks in order to reach the minimum aggregate as many marks out of those actually secured by him will be taken into account

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as would enable him to make up the deficiency in the requisite minimum aggregate.

4. The Thesis/ Dissertation/ Survey Report/ Field Work shall be type-written and submitted in triplicate so as to reach the office of the Registrar atleast 3 weeks before the commencement of the theory examinations. Only such candidates shall be permitted to offer Dissertation/Field Work/Survey Report/Thesis (if provided in the scheme of examination) in lieu of a paper as have secured atleast 55% marks in the aggregate of all the papers prescribed for the previous examination in the case of annual scheme irrespective of the number of papers in which a candidate actually appeared at the examination.
5. N.B. Non-collegiate candidate are not eligible to offer dissertation as per provisions of O.170-A.

M.A. PUBLIC ADMINISTRATION

There shall be eight papers and any one paper in lieu of viva-voccc under Group B at the M.A. (Final) examination : Each paper will be of thre hours duration and carry 100 marks. Out of nine papers, there shall be five compulsory and out of which three will be offered in M.A. Previous and two in M.A. Final. The four optional papers will be divided into two groups. A & B. Any one paper will be offered from group A in M.A. Previous and three papers from Group B in M.A. Final. Dessertation, if offered, shall be permissible only in the final year.

M.A. Previous Examination

Compulsory Papers:

- | | |
|-----------|--|
| Paper I | : Administrative Theories and Management |
| Paper II | : comparative Public Administration |
| Paper III | : Public Personnel Administration |

Optional Papers - Group A : Any one out of the Following :

- | | |
|-----------|-------------------------------|
| Paper I | : Social Administration |
| Paper II | : Administrative law |
| Paper III | : Politics and Administration |

M.A. Final Examination

There shall be two compulsory papers and three optional papers to be chosen out of **Group B.**

Compulsory Papers :

- | | |
|----------|--------------------------------------|
| Paper IV | : Public Administration in India |
| Paper V | : Economic Policy and Administration |

Optional Papers - Group B : Any three of the Following :

- Paper I : Development Administration
Paper II : Research Methodology and statistics in public Administration
Paper III : Indian Constitution
Paper IV : Urban Local Administration in India
Paper V : Rural Local Administration
Paper VI : Administrative Thinkers
Paper VII : State Administrative in India with special
Paper VIII : Dissertation

M.A. PREVIOUS

Compulsory Papers:

Paper I : Administrative Theories and Management

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Public Administration as a Social Science. Evolution of the Discipline of Public Administration. Contemporary Approaches to the study of Public Administration - Behavioural, Systems and structural - functional Approaches. Its relation with Political Science, Economics, Sociology, Law and Psychology.

Concepts of Formal Organisation. Unity of command, Chief Executive, Division of work, Hierarchy, Span of Control, Line and staff with special reference to the contributions of Gulick, Urwick and Mooney.

Section 'B'

Scientific Management : Contributions of Taylor and Fayol Organizational analysis- Chester Barnard.

Hawthorne Experiments- Concept of Informal Organisation.

Motivation, Morale with special reference to the contributions of Elton Mayo, McGregor, Herzberg, Maslow.

Administrative Behaviour - Decision Making (H.Simon).

Section 'C'

Concept of Management and its Techniques- Authority & Responsibility, Leadership, Supervision and control, Co-ordination, Communication, Public Relations, New Public Management, Delegation, Participative Management, Group dynamics Modern Aim to management Automation- Cybernetics, PERT, CPM.

Core Readings:

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1. Pffifner and Presthus : Public Administration
2. Simon, Smithburg & Thompson : Public Administration
3. Felix A. Nigro : Modern Public Administration
4. Tilet Kempner and Mills : Management Thinkers
5. Terry : Principles of Management
6. Newman and Summer : process of Management
7. McFarland : Management Principles and Practices
8. Hanika : New Thinking in Management
9. McGregor : The Human Side of Enterprise
10. Schodebek : Management System.
11. अवस्थी एवं माहेश्वरी : लोक प्रशासन
12. प्रभु दत्त शर्मा : लोक प्रशासन
13. महादेव प्रसाद शर्मा : लोक प्रशासन. सिद्धान्त तथा व्यवहार
14. अवस्थी एवं माहेश्वरी : प्रशासनिक सिद्धान्त
15. सुरेन्द्र कटारिया : प्रशासनिक सिद्धान्त एवं प्रबन्ध
16. Nichlos Henry P.A. : Public Affairs (1995)

Suggested **Subsidiary Readings :**

1. Chester Barnard : The Functions of the Executive
2. M.P. Follet : Dynamic administration
3. March and Simon : Organisations
4. Albrow : Bureaucracy
5. Etzioni : A Comparative Analysis of Complex Organisations
6. Gulick and Urwick : Papers on the Science of Administrations
7. William P.Sexton : Organisation Theories.
8. William G. Scott : Organisation Theory : A Behavioral Analysis of Management.
9. John A. Seiler : A System Analysis in Organisation Behaviour
10. Schien : Organisational Psychology
11. Silverman : The Theory of Organisation
12. Grusky and Miller : The Sociology of Organisation
13. Katz and Kahn : The Social Psychology of Organisation
14. Argyris : Personality and Organisation
15. Haire : Modern Organisation Theory
16. Littlefield and Rachel : Office and Administrative Management
17. James D. Gallagher : Management Information Systems and The Computer American Management Association.
18. Greenwood : Management and Organisation Behavioral Theories
19. Johnson, Kast and Rosenzweig : The Theory and Management of System.

20. Kast and others : Organisation and Management : A Systems Approach.
21. Hodges, Bialley and Johnson : Management and Organisational Behaviour.
22. Reddin : Management Effectiveness.
23. Basset : Management Styles in Transition.
24. Likert : New Patterns of Management
25. Andrew M. Brown : management by Objectives
26. J.W. Humble : Management by Objectives
27. Gerald Caiden : Dynamics of Public Administration.

Journals :

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

N.B. : These journals will be found useful for other papers also.

Paper II : Comparative Public Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Comparative public Administration : Concept, Nature, Evolution, Scope and Significance. Theory building on comparative public Administration. Public Administration and Environment - Social Economic, Cultural and Political.

Approaches to the study of comparative Public administration, Institutional, Behavioral, Systems, Structural - Functional, Ecological.

Section 'B'

Max Weber's Typology of Authority and Administration systems with particular reference to use of ideal type of Bureaucratic Model, Weber's Model and its utility and limitations 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.

Section 'C'

Salient features of Administrative system of U.K. , U.S.A., France, China and Bangladesh - Comparisons with Indian System.

Core Readings:

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1. William Siffin (ed.) Towards the comparative Study of Public Administration.
2. Ferrel Heady and Sybil Stokes (eds.) : Papers in comparative Public Administration (1962), articles by Heady, Riggs & Diamant.
3. Ferrel Heady : Public Administration : A Comparative Perspective.
4. Fred W. Riggs: Administration in developing Countries.
5. H.H. Gerth and C. Wright Mills : Max weber eSsays in Sociology(Portions on Bureaucracy)
6. Edward Weidner (ed.) : Development Administration in Asia.
7. Fred W. Riggs (ed.) : Frontiers of Development Administration.
8. Herman Finer : Government of Greater European Powers.
9. Mackenzie and Grove : Central Administration In Britain.
10. U.S. Government : Organisation manual (Latest edition)
11. Ferguson & McHenry : The American system of Govt. (Latest edition)
12. टी.एन. चतुर्वेदी : तुलनात्मक लोक प्रशासन
13. सुरेन्द्र कटारिया : तुलनात्मक लोक प्रशासन

Subsidiary Readings :

1. Max Weber : Theory of Social and Economic Organisation, edited by Parsons and Henderson.
2. Reinbard Bendix : Max Weber : An Intellectual Portrait
3. Irving Swerdlow (ed) : Development Administration
4. Guay Hathron, et.al. : Government & Politics in The United States.

Paper III : Public Personnel Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Conceptual : Bureaucracy : Its nature and concept, recent trends and types of Bureaucracy with special reference to Morstein Marx. Development and significance of Public Services. Nature and Scope of Personnel administration, Human Resource Management, Neutrality of Civil Service Ethics in Public Services.

Section 'B'

The following topics to be discussed with reference to India: Classification, Recruitment, Union Public Service Commission, salary, Training, Promotion,

Conduct rules and Disciplinary Action, Machinery For Negotiation- joint consultative council - comparison with Whitley councils. Political Rights and Right to Strike, Retirement Benefits.

Section 'C'

The following topics to be discussed with reference to U.K., U.S.A. and France : Classification, Recruitment, Training, Promotion, Conduct Rules and disciplinary Action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement benefits.

Core Readings :

1. Finer : Theory and Practice of Modern Governments (Chapters on Civil Service)
2. E.N. Gladden : British Civil Service - Its Problem and Future.
3. O.Glenn Stahl : Public Personnel Administration.
4. V.M. Sinha : Personnel Administration.
5. Maackenzie and Grove : Central Administration in Britain (Chapters On Personnel Administration)
6. वी.एम. सिन्हा : कार्मिक प्रशासन
7. सी.एम. जैन : सेवीवर्गीय प्रशासन
8. सुरेन्द्र कटारिया : कार्मिक प्रशासन

Subsidiary Readings :

1. Shriram Maheshwari : Higher civil Service in France
2. Geoffrey K.Fry : The Changing Civil Service
3. U.S. Government Manual
4. Government of India : Central Pay Commission Reports
5. Gavin Drewy & Tony Butcher : The Civil Service Today
6. Government of France : An Introduction to French Public Administration
7. HMSO : Progress in the Next Steps Initiative

OPTIONAL PAPERS

Paper I (Gr.A.) : Social Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Meaning, Nature, Scope, Principles and Significance of Social Administration, Social Policy in India : Policy and problem perspective for the Welfare of S.C., S.T., Women and Children. Social Legislations in India : Its inadequacies and

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suggestions. Social Planning in India : Social Development under various Five year Plans. Problem and Suggestions.

Section 'B'

Organisation : Social Administration at the Central level Ministry of Social Justice and Empowerment its composition and working, Ministry of Women and child Development. Central Social Welfare Board, Its composition, Functions and Status. Social Administration at the State Level. State Social welfare advisory Board, Its composition and functions.

Section 'C'

Directorate of Social Justice and Empowerment of Rajasthan. Social Administration at district level. Role, significance and Problems of Social welfare. Role of Voluntary Agencies and Non-Government Organisations in India. Personnel System for Social Administration at various levels. Need for the creation of a special cadre of Social Administration.

Problems of Social administration in India. Role of National commission for Women. National commission on Human Rights and Commission for Scheduled Castes, Scheduled Tribes and other Backward classes.

Readings :

1. David C. Marsh : An Introduction to social work.
2. Friedlander : Introduction to Social Welfare.
3. G.B. Sharma : Social Administration in India.
4. T.N. Chaturvedi and Chandra Kholi (eds.) : Social Administration development and Change
5. D.R. Sachadeva : Social Welfare in India.
6. सुरेन्द्र कटारिया : सामाजिक प्रशासन

Reference Books :

1. India, Encyclopedia of Social Work
2. American Social Work year Book.
3. India. Committee on Plan Projects. Planning Commission Report of the Study Team On Social welfare and welfare of Backward classes. 1969.
4. C.R. White : Public Welfare Administration.
5. T.H. Marshall : Social Policy

Journals :

1. Indian journal of Social Work
2. Indian Journal of Public Administration
3. Political Science Review.
4. Social Welfare.

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Paper II (Gr.A.) : Administration Law

3 Hrs. Durations

100 Marks

Note: The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Public Law and Public Administration. Administrative Law - Its meaning, nature and scope. Causes for its growth.

Constitutional Foundations of Administrative Law.

- (a) Rule of Law,
- (b) Separation of Powers
- (c) Administrative Law and Constitutional Law- Their relationship.

Section 'B'

Droit Administration in France.

Administrative Law Making : Delegated Legislation/Subordinate Legislation- Meaning, Nature and causes for its development. Forms of Delegated Legislation. Procedural safeguards and legislative control over delegated legislation. Concept of sub-delegation.

Section 'C'

Administrative Decision Making : Administrative Tribunals- Meaning & Importance. Characteristics of Administrative Tribunals, Distinction between Tribunal and Court. Principles of Natural Justice.

Administrative Discretion - Meaning, Definition and Judicial Control over Discretion.

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Judicial Review of Administrative Actions : Public Law Review -
Writs of Mandamus, Prohibition and certiorari.
Liability of Administration - Contractual and Tortuous.

Readings :

1. I.P. Massey : Administrative Law.
2. C.K. Thakkar : Administrative Law (Eastern Book Co.)
3. Sir William Wade - Public Law in Britain and India (N.M. Tripathia & Co.), Bombay 1992.
4. Philip J. Cooper - Public Law and Public Administration.
5. Griffith and Street : Principles of Administrative Law
6. M.A. Fazal : Judicial Control of Administrative Action in India and Pakistan.
7. B. Ganguly : Administrative Legislation in Modern Law in India.
8. A.P. Hassumani : Some Problems of Administrative Law in India.
9. M.C.J. Kagzi : Indian Administrative Law.
10. S.P. Sathe : Administrative law in India.
11. M.P. Jain & S.N. Jain : Principles of Administrative law.

Subsidiary Readings:

1. H.W.A. Wade : Administrative Law
2. Wade and Philips : Constitutional Law
3. D.C.M.A. Yardly : Source Book of English Administrative Law
4. S.A. De Smith : Judicial Review of Administrative Action.
5. J.F. Garm : Administrative Law.
6. M. Sieghar : Government by Decree
7. C.J. Hamson : Executive Discretion and Judicial Control
8. A. T. Markose : Judicial control of Administrative law.
9. C.T. Garm : Concerning English Administrative Law
10. C.T. Garm : Delegated Legislation.
11. Bernard Schwartz : An Introduction to American Administrative Law.
12. Indian Law Institute : Delegated Legislation in India
13. Bernard Schwartz : French Administrative Law Common Law World.
14. David Foulkes : Introduction to Administrative Law.

Journals:

1. Quarterly Journal Published by the Indian Law Institute
- III PAPER (Gr.A) : Politics and Administration**

3 Hrs. Durations.

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Approaches to the study of political system, Systems approach. Structural - Functional approach. Salient ideas of Plato, Aristotle, Kautilaya and Woodrow Wilson on political and administrative systems.

Section 'B'

The concept of political system with special reference to the ideas of

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David Easton and Almond, Relationship between political and administrative systems with special reference to the impact of political parties and pressure groups, political culture.

Section 'C'

Concept of Political Development. Factors influencing Political Development - Concept of Administrative Development, Relationship between Political and Administrative Development. Ideas of Michael Crozier Karl Marx & Robert Merton on Bureaucracy, concept of Administrative State. Public Opinion.

Core Books :

1. Almond and Coleman : Politics of Developing Area
2. H.V. Wiseman : Political System : Some Sociological Approaches
3. Almond and Powell : Comparative Politics - A Developmental Approach
4. Eckstein and Apter : Comparative Politics
5. M.J.M. Mackenzie : Politics and Social Science
6. J.C. Charlesworth : Contemporary Political Analysis
7. Albrow : Bureaucracy
8. F.W. Riggs : Administration in Developing Countries
9. Ferrel Heady and Sybil Stocks : Papers on Comparative Public Administration
10. देवकान्ता शर्मा : कौटिल्य के प्रशासनिक विचार
11. S.P. Verma : Modern Political Theory (English & Hindi)
12. Lucian W. Pye : Aspects of Political Development
13. Sabine : History of Political Thought

Subsidiary Readings :

1. Greald Caiden : Administrative Reforms
2. Merton et. al. : Readers in Bureaucracy
3. Brai Banti : Political and Administrative Development
4. Siffin : Towards the Comparative Study of Administration
5. Blau : The Dynamics of Bureaucracy
6. Swerdlow : Development Administration - Concepts and Problems
7. Montgomery and Siffin : Approaches to Political Development and Change.
8. La Palombara : Bureaucracy and Political Development.
9. Crozier : The Bureaucratic Phenomenon
10. Mouzelis : Organization and Bureaucracy
11. Finkle and Gable : Political Development & Social Change
12. David Easton : A System Analysis of Political Life
13. David Easton : Political System : An Inquiry into the State of Political Science
14. Hary M. Johnson : Sociology—A Systematic Introduction
15. Davis and Lewis : Models of Political Systems
16. Holt and Turner : Comparative Research Methods

Journals :

1. Indian Journal of Public Administration (New Delhi)

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1. *Syllabus M.A. Public Administration*
2. Political Science Review (Jaipur)
3. Administrative Change (Jaipur)
4. Journal of the Parliamentary and Constitutions Studies (New Delhi)
5. Public Administrative Review (U.S.A.)

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