



**Maharaja Surajmal Brij University**  
**Bharatpur (Rajasthan)**  
**Syllabus For M.A. Public Administration**  
**Annual Scheme**  
**M.A. (Previous) Examination**

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## SCHEME OF EXAMINATION

(Annual Scheme)

Each theory Paper's 3 Hrs Duration and 100 Marks


Dissertation/Thesis/Survey Report/Field Work, if any.

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) Atleast 36% marks in aggregate of all the papers prescribed for the examination and
  - (ii) Atleast 36 % marks in practical(s) wherever prescribed at the examination, Provided that if a candidate, fails to secure atleast 25% marks in each individual paper at the examination and also in the dissertation/Survey report/Field work, wherever prescribed, be 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 final examination. Division shall be awarded at the end of the final examination on the combined marks obtained at the previous and the final examination taken together, as noted below.

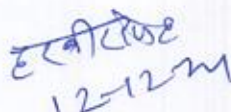
First Division	60%	}	of the aggregate marks taken together of the previous and the final examinations
Second Division	48%		

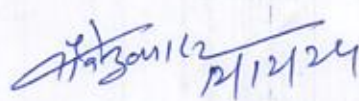
All the rest will be declared to have passed the examination.

3. If a candidate clears any paper(s) practical(s) Dissertation(s) 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

  
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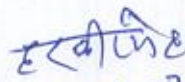



period of the three year; provided that in case where a candidate required more than 25% marks in order to reach the minimum aggregate as many marks out of those actually secured by him will be taken into account as would enable him to make up the deficiency in the requisite minimum aggregate.

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 at least 3 weeks before the commencement of the theory examination. Only such candidate 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 at least 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.

Non-collegiate candidate are not eligible to offer dissertation as per provision of Q-170-A.

  
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M.A. Previous Examination

Compulsory Paper

- Paper - I - Introduction to Public Administration
- Paper - II - Comparative Public Administration
- Paper - III - Public Personnel Administration

Optional Papers - Group A - Any one out of the following

- Paper - IV - Politics and Administration
- Paper - V - Administrative Law and Governance
- Paper - VI - Social Welfare Administration

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**Compulsory Paper – M.A Previous**  
**Paper - I - Introduction to Public Administration**

**Duration: 3 Hrs**

**Marks: 100**

**Objective:** Public Administration has an important role to govern the society. It forms the bridge between the rulers and the ruled. The main objective of this paper is to introduce the basics of administration and transformations took place in this discipline. It stresses upon to understand the growth and emerging issues of this subject. Reader would be able to analyse the evolution, fundamental concepts and further developments of the discipline.

**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.

**UNIT I**

Public Administration: Meaning, Nature, Scope and Importance; Evolution of the Discipline of Public Administration; Politics-Administration Dichotomy to present status; Approaches to the Study of Public Administration - Classical, Behavioural, Human Relations, System and Structural-Functional; Public Administration Science or an Art; Public Administration relationship with other Social Sciences – Economics, Sociology, Law & Political Science. Public and Private Administration: Similarities and Dissimilarities.

**UNIT II**

Organisation: Meaning and Bases of Formation; Formal and Informal Organization -Meaning and Features; Hierarchy, Unity of command, Span of Control, Delegation, Centralization and Decentralization, Co-ordination, Supervision, Chief Executive- Concept, Types and Importance, Line, Staff and Auxiliary Agencies.

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### UNIT III

Administrative Behaviour: Decision making (H.Simon), Authority and Responsibility, Leadership, Participative Management, Group Dynamics, Modern Aids to Management Automation, Cybernetics, PERT, CPM. New Public Administration, New Public Management, Post NPM Thoughts & New Public Service, LPG and its Impact on Public Administration.

#### Suggested Readings:

- Henry Nicholas, *Public Administration and Public Affairs*, New Delhi: Prentice Hall, 2013.
- Denhardt Janet.V & Denhardt Robert.B (eds), *The New Public Service: Serving, Not Steering*, New York: M.E. Sharpe, 2007.
- Denhardt Janet.V & Denhardt Robert.B, *Public Administration: An Action Orientation*, Wadsworth, 2008.
- Naidu S.P, *Public Administration: Concepts and Theories*, New Delhi: New Age International, 2015.
- Avasthi.A & Maheshwari.S, *Public Administration*, Agra: Lakshminarain Agarwal, 2012.
- O'Leary, Rosemary etal (eds), *The Future of Public Administration around the World: The Minnowbrook Perspective*, D.C: George Town University Press.
- Sharma.M.P, Sadhana B.L & Kaur Harpreet, *Public Administration in Theory and Practice*, Allahabad: Kitab Mahal, 2010.
- Sharma M.P, Sadhana B.L & Kaur Harpreet, *Lok Prashasan: Siddhanth Evam Vyavahar*, Allahabad: Kitab Mahal, 2010.
- Avasthi.A & Maheshwari.S, *Lok Prashasan*, Agra: Lakshminarain Agarwal, 2017.
- Shafritz, J.M., Russell, E.W. & Borick, P. Christopher., *Introducing Public Administration*, Routledge, 2012.
- Rosenbloom, H. David. & Kravchuk, S. Robert., *Public Administration*, McGraw Hill, 2004.

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Compulsory Paper – M.A Previous

Paper – II - Comparative Public Administration

**Objective:** Comparative studies came after the World War II, and it occupied prominent place in public administration discipline. This paper will give comparative study of cross-national settings and makes to understand the mechanisms of different administrative systems. Students will be able to analyse the basics, theoretical aspects and administrative dynamics in various nations.

**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.

Unit I

Comparative Public Administration: Meaning, Nature, Scope, Evolution, Characteristics and Significance. Environment of Administration: Social, Political, Economic and Cultural. Public Administration and Environment- Relationship and Challenges. Critique of Comparative Public Administration.

Unit II

Approaches: Institutional & Neo-Institutional, Systems, Ecological & Behavioural. Contribution of F.W.Riggs: Structural –Functional Approach, Fused- Prismatic – Diffracted Models. Theory of Prismatic Society (Sala Model, Bazar Canteen and Prismatic Society Revisited) and Development Models. Relevance of Riggs Comparative Approach in Present Context. Administration of Development and Administrative Development: Concept, Issues and Challenges.

Unit III

Administrative Systems: Salient Features of Administrative Systems of UK, USA, France, China & Switzerland. British Treasury and Cabinet, Executive Office of President of USA, Independent Regulatory Commissions in USA, France's Conseil d' Etat & Ombudsman in Sweden. Civil services in UK, USA, France & Switzerland and their comparison with Indian Civil Services

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• Suggested Readings:

- Ali Farazmand, *Handbook of Comparative and Development Public Administration*, New York: Marcel Dekker, 2001.
- Raphaeli.N, *Readings in Comparative Public Administration*, Boston, Massachusetts: Allyn & Bacon, 1967.
- Riggs F.W, *The Ecology of administration*, Bloomington: Indiana University, 1970.
- Waldo D, *Comparative Public Administration Prologue, Performance and Problems*. IJPA, 24(3), 177-216, 1963.
- Heady F, *Public Administration: A Comparative Perspective* (6<sup>th</sup> ed), New York: CRS, 2001.
- Kataria Surender, *Tulnatmak Lok Prashasan*, Jaipur: RBSA Publishers, 2001.
- Chaturvedi T.N, *Tulnatmak Lok Prashasan*, Jaipur: College Book Depot, 1994.
- Arora, Ramesh K., *Comparative Public Administration*, New Delhi: Associated Publishing House, 2003.

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Compulsory Paper – M.A Previous

Paper – III - Public Personnel Administration

**Objective:** Personnel form the core of administrative system and they act as the bridge between the ruler and the ruled. This paper introduces the types of bureaucracy and their role in democratic system. It also discusses about the classification of services and the major issues related to Indian civil services. Reader will gain the ability to assess the role of Personnel Administration.

**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.

Unit I

Public Personnel Administration- Meaning, Nature, Scope, Evolution, and Significance. Concept of Meritocracy. Bureaucracy- Meaning, Concept, Evolution and Features. Types of Bureaucracy with reference to Morstein Marx & Merle Fainsod. Role of Bureaucracy in Administrative Setup.

Unit II

Types of Classification-Rank and Position. Civil Services in India- Constitutional Provisions. Classification, Recruitment, Training and Institutes, Salary System, Code of Conduct and Disciplinary Action (All India Services & Central Services). UPSC and SSC- Composition, Powers and Functions.

Unit III

Major Issues: Generalist and Specialist Controversy, Ethics and Accountability in Civil Services, Neutrality and Anonymity. Political Rights and Right to Strike of Civil Servants in India. Recent Trends in Indian Civil Services. Lateral Entry in Civil Services.

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**Selected Readings:**

- Maheshwari S.R., *Public Administration in India: The Higher Civil Service*, New Delhi: OUP, 2005.
- Arora Ramesh K. & Goyal Rajni, *Indian Public Administration: Institutions and Issues*, New Delhi: New Age International, 2013.
- Goel S L., *Public Personnel Administration*. New Delhi: Deep & Deep Publishers, 2004.
- O'Stahl Glenn, *Public Personnel Administration.*, New York: Harper and Row Publishers, 1983.
- Hays and Kearney R C., *Public Personal Administration: Problems and Prospects*, New Jersey: Prentice Hall, Englewood Cliffs, 2003.
- Jain C M., *Public Personnel Administration*, Jaipur: College Book Depot, 2003.
- Chaturvedi C L., *Manav Sansadhan Prabhandan*, New Delhi: Mahavir Book Depot, 2014.

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Optional Papers – M.A Previous  
Paper – IV – Politics and Administration

**Objective:** Contemporary politics plays a vital role in the politico-dynamics of a state. Being largest democratic state, Indian politics attracts the interests of both theorists and its citizens. The paper discusses about the theoretical underpinnings of politics, its components and applicative aspects. The reader will understand the politico dynamics in general and in particular to Indian context.

**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.

**Unit I**

Political System- Meaning, Approaches to the Study of Political System (Structural-Functional, Systems & Institutional) & Features. Ideas of Kautilya, Lucian Pye, Harold Laski on Political and Administrative Systems. Models- David Easton & Almond on Political System.

**Unit II**

Administrative System- Meaning & Features. Relationship between Political and Administrative Systems. Political Parties: Meaning, Types, Party System in India, Recognition of National and State Parties. Pressure Groups & Interest Groups: Meaning and their Role in Political System. Administrative State & Political Development- Meaning, Nature and Significance.

**Unit III**

Coalition Government- Definition & Types of Coalition. Political Movements, Electoral System, Electoral Reforms after 1991, Representation of People Act & Anti- defection law. National Integration: Meaning, Necessity, Factors Influencing the National Integration and National Integration Council. Public Movements- Meaning, Forms and Impact of Contemporary Movements.

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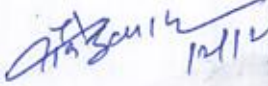
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**Suggested Readings:**

- Lucian W. Pye, *Aspects of Political Development*, New Delhi: Amerind Pub. Co. Pvt. Ltd, 1966.
- Almond Gabriel A. & Coleman James S., *The Politics of the Developing Areas*. Princeton: Princeton University Press, 1960.
- Brecht, *Political Theory: The Foundations of Twentieth Century Political Thought*, Princeton: Princeton University Press, 1959.
- Kettl Donald F., *Politics of the Administrative Process*, New Delhi: Sage, Publications, 2017.
- Mathur Kuldeep, *Public Policy and Politics in India: How Institutions Matter*, Oxford India, 2013.
- Varma, S.P., *Modern Political Theory*, Vikas Publishing House, 1975.
- McCormick, John., *Comparative Politics in Transition*, Wadsworth, 2003.
- Johari, J.C., *Comparative Politics*, Sterling Publishers, 2008.

  
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Optional Papers – M.A Previous

Paper – V - Administrative Law and Governance

**Objective:** Administrative Law is the law related to administration. Enhanced public policies have given enormous powers in the hands of administration. In their enthusiasm to enforce strict laws, sometimes administration may fringe public liberties. Mechanism has been devised to control the administrative abuse of power. This course will bring some insight to the students about the basics of Administrative Law and its concepts.

**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.

Unit I

Administrative Law: Meaning, Nature and Scope. Causes for its Growth and Sources of Administrative Law. Relation between- Law & Public Administration, Constitutional Law and Administrative Law. Rule of Law, Doctrine of Separation of Powers, Principle of Checks and Balances & Principles of Natural Justice.

Unit II

Evolution of Administrative Law in France. Conseil d'Etat- Composition, Powers and Functions. Court of Cassation in France- Composition and Functions. Administrative Action- Meaning and Classification. Delegated Legislation- Meaning, Types, Causes for its Growth, Advantages and Disadvantages. Concept of Sub Delegation.

Unit III

Administrative Adjudication-Meaning, Scope and Causes for its Growth. Review of Administrative Acts and Redressal of Grievances – Vigilance and Control. Administrative Tribunals (With Reference to Rajasthan Civil Services Appellate Tribunal)- Meaning, Composition and Features. National Green Tribunal Organization, Powers, Functions and its Importance.

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## Suggested Readings

- Aradhe Alok and GP Singh, *Principles of Administrative Law*, New Delhi: LexisNexis, 2013.
- Cane Peter, *Administrative Law*, New York: Oxford University Press, 2011.
- Friedmans, *Administrative Law*, Harcourt Professional Publishing, 2010.
- McGarry John, *Constitutional and Administrative Law*, London: Routledge, 2013.
- Kesari UP D., *Administrative Law*, Allahabad: Central Law Publications, 2016.
- Kesari UP D., *Prashashnikvidhi*, Allahabad: Central Law Publications, 2016.
- Joshi KC., *Prashashnikvidhi*, Lucknow: Eastern Book Company, 2012.
- Basu DD. , *Administrative Law*, New Delhi: Prentice Hall of India Pvt. Ltd. 1986.
- Craig PP, *Administrative Law*, 5<sup>th</sup> ed, London: Thomson, 2003.
- Sathe SP, *Administrative Law*, 7<sup>th</sup> ed, London: LexisNexis, 2010.

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Optional Papers – M.A Previous

Paper – VI – Social Welfare Administration

**Objective:** State took the onus of changing socio-economic status of its citizens through social legislations. The enactments have an impact in reorganizing and establishing an egalitarian society. Legislations will provide an opportunity for advancement in social change. This paper aims to cover the theoretical aspects of social welfare administration, institutions associated and legislations enacted for social welfare.

**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.

**Unit I**

Social Administration: Meaning, Scope, Principles and Significance. Constitutional Provisions of Social Justice and Empowerment. Social Welfare- Meaning, Concept, and Significance. Welfare State: Concept and Philosophy. Relation between Social Welfare and Social Policy. Need for Social Policy.

**Unit II**

Organization & Functions- Ministry of Social Justice and Empowerment, Ministry of Women and Child Development, National Commission for Women & Central Social Welfare Board. Social Legislations In India- Protection Of Women From Domestic Violence Act-2005 & Juvenile Justice (Care And Protection of Children) Act, 2015. Shortcomings of Social Legislations & Suggestions. Role of Civil Society, NGO's and Voluntary Organisations in Social Legislations and welfare.

**Unit III**

Composition and Functions- National Commission for SC's, ST's, & BC's. Social Administration in Rajasthan (Composition and Functions) - Department of Social Justice and Empowerment, Directorate of Social Welfare & State Social Welfare Advisory Board. Initiatives in Rajasthan- Bhamashah Yojna, Rajasthan Sampark and Jan Soochna Portal.

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### Suggested Readings

Chandra Shraddha, *Social Welfare Administration in India*. Lulu Press, North Carolina, 2017.

Jain R.K. & Goel S.K., *Social Welfare Administration*, New Delhi: Deep & Deep Publications, 2002.

Sachdeva D.R., *Social Welfare Administration in India*, New Delhi: Kitab Mahal, 2018.

Pandey Tejaskar & Pandey Baleshwar, *Samaj Kalyan Prashashan*, London: Routledge, 2018.

Sachdeva, D.R., *Bharath Mein Samaj Kalyan Prashashan*, New Delhi: Kitab Mahal, 2015.

Kataria. Surendra, *Samajik Prashashan*, Jaipur: RBSA Publishers, 2002

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