



**PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI
UNIVERSITY, SIKAR**

SYLLABUS

M.A.Public Administration

(ANNUAL SCHEME)

SESSION 2022-23

PREVIOUS EXAMINATION-2023

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Dy. Registrar
Pandit Deendayal Upadhyaya
Shekhawati University,
Sikar(Rajasthan)



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M.A. PREVIOUS- PUBLIC ADMINISTRATION

SCHEME OF EXAMINATION:

3 Hours Duration

Max. Marks 100

The question paper shall contain three sections. Section A shall contain 10 questions two from each unit of 2 marks each. The candidate is required to answer all the questions. The answers should not exceed 20-25 words. Section B shall contain 5 compulsory questions one from each unit of 4 marks each. The answers should not exceed 150 words. The candidate is required to answer all the questions. Section C shall contain 6 questions of 20 marks each. The candidate is required to answer any 3 questions one from each unit. The answer shall not exceed 500 words.

Section	Question	Category	Marks	Words Limit
A	10 (Compulsory)	Very Short answer type	20 (2X10)	20-25 Words
B	4 (Compulsory)	Short answer type	20 (5X4)	150 Words
C	6 (Attempt any Three Questions)	Essay type	60 (20X3)	About 500 Words

M.A. PREVIOUS- PUBLIC ADMINISTRATION EXAM-2022-23

Compulsory Paper:

Paper I ADMINISTRATIVE THEORIES AND MANAGEMENT.

Paper II COMPARATIVE PUBLIC ADMINISTRATION.

Paper III PUBLIC PERSONNEL ADMINISTRATION.

Optional Paper IV

Any one paper from Group A of the following group.

Group A

- (i) **ADMINISTRATIVE THINKERS.**
- (ii) **SOCIAL ADMINISTRATION**


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**M.A. PREVIOUS PUBLIC ADMINISTRATION EXAMINATION 2022-23
COMP. PAPER I - ADMINISTRATIVE THEORIES AND MANAGEMENT**

UNIT I

Basic Concept: Meaning, Nature, Scope and importance of Public Administration. Public Administration and Other Social Sciences. Evolution of Public Administration. New Public Administration (NPA). Public Choice Approach. New Public Management (NPM).

UNIT II

Organization : Formal and Informal organization. Principles of Organization: Hierarchy, Span of control, Unity of Command, Authority and Responsibility, Communication, Coordination, Supervision, Centralization and Decentralization, Delegation.

UNIT III

Structure of organization : Chief Executive, Line and Staff Agencies, Departmentalisation : Headquarter and its Field Agencies. Concept of Management –Participative Management, Modern tools to Management: Automation, Cybernetics, PERT, CPM, Management Information System (M.I.S.).

UNIT IV

Theories of organization : Scientific Management, The Bureaucratic theory, Classical theory, The Human Relation Approach, Behavioural Approach, System Approach. Theories of Motivation. Decision making (H. Simon). Leadership.

UNIT V

Public Policy: Meaning, types and significance. Policy making process, Policy implementation, Public Policy Analysis. Role of Civil Society. Right to Information (RTI) and Citizen's charter. Human Rights. Good Governance and E. Governance.

Suggested Books:

- 1 Pffifner and Presthus :Public Administration
- 2 Simon, Smithburg and Thompson: Public Administration
- 3 Felix A. Nigro : Modern Public Administration
- 4 Terry: Principles of Management
- 5 McGregor: The Human side of Enterprises
- 6 Awasthi and Maheshwari: Lok prashasan
- 7 Nicolas Henry: Public Administration and Public Affairs
- 8 Dr. Surendra Kataria: Prashasnik Siddhant Evam Prabandh
- 9 M.Laxmikanth: Public Administration
- 10 Chester Bernard: The Functions of the Executive
- 11 M.P Follet: Dyanamic Administration
- 12 March and Simon: Organisations
- 13 Gulick and Urwick: Papers on the Science of Administration
- 14 Gerald Caiden : Dynamics of Public Administration
- 15 Rumki Basu : Concept and Theories
- 16 B. L. Fadia and Kuldeep Fadia : Public Administration- Administrative Theories
- 17 Vishnu Bhagwan, Vidhya Bhushan and Vandana Mohla: Public Administration
- 18 Bidhyut Chakravarti and Prakash chand: Public Administration
- 19 Hoshier Singh and Pradeep Sachdewa: Public Administration-Theory and Practice
- 20 Alka Dhameja and Sweta Mishra: Public Administration- Approaches and Applications
- 21 Marc Holzer and Richard W. Schwester: Public Administration- An Introduction


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PAPER II – COMPARATIVE PUBLIC ADMINISTRATION

UNIT I

Comparative Public Administration: Concept, Nature, Scope, Evolution and Significance. Approaches to the study of Comparative Public Administration: Institutional, Behavioural, System, Structural-Functional and Ecological Approach.

UNIT II

Max Weber's Bureaucratic Model. F.W.Riggs: Fused, Prismatic (Sala Model, Bazaar-Canteen Model) and Diffracted Model, Prismatic Society Revisited Model.

UNIT III

The Concept, Scope and Significance of Development Administration. Contribution of E.Weidner and F.W.Riggs in development Administration. Concept of Administrative Development and Post Development thesis.

UNIT IV


Salient features of the Administrative System of U.K., U.S.A. and France. Comparative study of their Political Executive.

UNIT V

Organization and working of Treasury in U.K., State Department in U.S.A., Ombudsman in Sweden, Independent Regulatory Commission in U.S.A., Conseil d'etat in France. State Administration in USA.

Suggested Books:

1. William Siffin : Towards the Comparative Study of Public Administration
2. Ferrel Heady and Sybil Stokes: Papers in Comparative Public Administration
3. Ferrel Heady: Public Administration- A Comparative Perspective
4. Edward Weidner: Development Administration in Asia
5. T.N Chaturvedi: Tulnaatmak Lok Prashasan
6. Ramesh Arora: Comparative Public Administration
7. Surendra Kataria: Tulnaatmak Lok Prashasan
8. Nimord Rapheli : Readings in Comparative Public Administration
9. Edward Weidner : Development Administration ; A New Fokas For Research
10. Sewa Dahiya and Ravindra Singh: Comparative Public Administration
11. Mohit Bhattacharya: New Horizons OF Public Administration
12. Fred W. Riggs: Frontiers of Development Administration


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PAPER III –PUBLIC PERSONNEL ADMINISTRATION

UNIT I

Public Personnel Administration: Meaning, Nature, Scope and Significance. Evolution and importance of civil services in India. Concept of Human Resource Management (HRM).

UNIT II

Bureaucracy : It's concept and Nature, Recent trends, Types of Bureaucracy. Integrity in Administration. Administrative Ethics. Central Administrative Tribunal (CAT).

UNIT III

Public Personnel Administration in U.S.A: Classification, Recruitment, Training, Promotion, Right to Strike and Political Rights, U.S. Office of Personnel Management and Merit Systems Protection Board (MSPB).

UNIT IV

Public Personnel Administration in U.K.: Classification, Recruitment, Training, Promotion, Whitelyism, Parliamentary Commissioner, Conduct Rules and Disciplinary Action.

UNIT V

Public Personnel Administration in France: Recruitment, Training, Political Rights, Organisation and Working of Ecole nationale d'administration..

Suggested Books:

1. E.N. Gladden: The Civil Service- Its Problem and Future.
2. O Glenn Stahl: Public Personnel Administration.
3. V.M. Sinha : Personnel Administration.
4. Surendra kataria: Karmik Prashasan.
5. Shriram Maheshwari and A. Awasthi: Public Administration.
6. Steven W. Hays And Richard C. Kearney: Public Personnel Administration

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PAPER IV (OPTIONAL) (i) – ADMINISTRATIVE THINKERS

Unit-I

KAUTILYA

- (i) The Welfare State
- (ii) The Doctrine of 'Saptang' and Mandal'
- (iii) Personnel Administration

WOODROW WILSON

- (i) Politics – Administration Dichotomy
- (ii) Comparative Studies
- (iii) Science of Administration

Unit II

1. HENRI FAYOL

- (i) Principles of Organization.
- (ii) Elements/Functions of Management

2 F.W. TAYLOR

- (i) The scientific Management Theory.
- (ii) The analysis and Planning of Work process.
- (iii) Utility of Taylorism in Organization.

Unit III

1. MAX WEBER

- (i) Types of Authority
- (ii) Ideal type model of bureaucracy.

2. MARY PARKER FOLLET

- (i) Constructive Conflict
- (ii) The Law of Situation
- (iii) Leadership

Unit IV

1. CHESTER BERNARD

- (i) Organization as a co-operative system.
- (ii) Contribution – Satisfaction - Equilibrium.
- (iii) Formal and Informal Organization.
- (iv) Authority and Communication

2. HERBERT SIMON

- (i) Decision making as a heart of administration.
- (ii) Steps in Decision making Process.
- (iii) Bounded Rationality Model.

Unit V

1. DOUGLAS MCGREGOR

- (i) Theory 'X' and Theory 'Y'.
- (ii) Role of the Professional Manager.
- (iii) Management of Conflict.

2. RENSIS LIKERT

- (i) Management Systems/Styles 1-4.
- (ii) Supervisory styles.
- (iii) Linking Pin Model.

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Suggested Books:

1. F.W Taylor: Scientific Management
2. Chester Bernard: The Functions of the Executive
3. Leonardo D. White: Introduction to the Study of Public Administration.
4. Henry Fayol: General and Industrial Management.
5. M.P. Follet : The New State.
6. M.P. Follet: The Creative Experience.
7. E.Mayo: Human Problems Of An Industrial Civilization.
8. Prasad And Prasad: Administrative Thinkers.
9. Surendra Kataria: Prashasanik Chintak.
10. S.R. Maheshwari : Administrative Thinkers.


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GR. A Paper IV (ii) SOCIAL ADMINISTRATION

Unit I

Concepts: Meaning, Nature, Scope and Principles of Social Administration.

Social Administration at the Central Level: Organisation and Functions of Ministry of Social Justice and Empowerment, Ministry of Tribal affairs and Ministry of Women and Child Development. Central Social Welfare Board: Organisation And Functions.

UNIT II

Social Administration at the State Level: Social Justice and Empowerment Department. State Women and Child development Department. State Social Welfare Advisory Board: Its Organisation and Functions. State Commission for Women.

UNIT III

Human Rights in India: Composition, Functions and Role of National Human Rights Commission (NHRC), National Commission for Schedule Caste (SC). National Commission for Schedule Tribes (ST). National Commission for Women. National Commission for Protection of Child Rights.

Unit IV

Nature, Composition and functioning of Non-governmental organisations (NGO). Voluntary Organisations in India. Personnel Management in Social Administration.

Unit V

Social policy in India. Social Legislation in India with special reference to Protection of Women, Child and Divyangjan(Disabled). Social planning in India. Problems of Social Administration in India.

Suggested Books:

1. T. N. Chaturvedi and Chandra Kohli : Social Administration :Development and Change
2. Surendra kataria: Samajik prashasan
3. G. B. Sharma: Social Administration
4. Rajeshwar prashad: Social Administration
5. Shankar Pathak : Social Welfare
6. M.K. Singh :Social Welfare Administration And Social Policy
7. D. R. Sachedeva : Social Welfare Administration In India
8. Mohit Bhattacharya : Social Theory and Development Administration
9. Ram Ahuja : Social Problems in India
10. Paul Chowdhry : Social Welfare Administration
11. Roger A. Lohmann : Social Administration
12. Janak Singh Meena : Bharat mein Samajik Prshasan
13. S.L Goel : Social Welfare Administration


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