New Scheme of Examination

Master of Arts (Public Administration)
Two Year Programme (Annual)

**M.A (Previous)**

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MASTER OF ARTS (PUBLIC ADMINISTRATION)

M.A. (Previous)

ADMINISTRATIVE THEORY AND THOUGHT

PAPER CODE: PA1001

Marks: 100 Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I
Concept of Public Administration—Meaning, Nature, Scope and Significance; Public and Private, Administration; Public Administration-Science or an Art, Evolution of Public Administration, New Public Administration.

Unit II
Organisational—Bases, Principles, and forms, formal and informal, Classical and Neo-Classical Theory; Contribution of Henri Fayol, Luthur Gulick and M.P. Follet.

Unit III

Unit IV

Unit V
Controls over Public Administration—Executive, Legislative and Judicial, Delegated Legislation, Administrative Adjudication. Citizen and Administration, Responsive Administration.

INDIAN ADMINISTRATION

PAPER CODE: PA1002

Marks: 100 Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I
Evolution of Indian Administration, Features of Indian Administration; Federal and unitary aspects of Indian administration; Role of Administration in Socio-Economic development.

Unit II
Administration at Central Level.
i. Political Executive: Role of President and Prime Minister in the emerging Scenario.
ii. Administrative Machinery: Role of Cabinet Secretariat and Cabinet, Secretary-A Critical analysis; Central Secretariat, P.M. Office, Ministries of Finance, Home, External Affairs and Defence.

Unit III
Administration at State Level
i. Political Executive: Governor and Chief Minister— their roles,
ii. Administrative Machinery: State Secretariat and Role of Chief Secretary,

Unit IV
Divisional Commissioner, Deputy Commissioner, D.D. P.O; District Police Administration, Administration of Food and Supply, D.R.D.A. Democratic decentralisation; Gandhinian Concept of Panchayati Raj, Panchayati Raj Institutions and their Role in Development, Working of Urban Local Government, Town and Country Planning, HUD A.
Unit V
Issues in Indian Administration
i. Administrative Reforms in India.
ii. Generalists specialists controversy in Administration.
iii. Ethics in Administration.
iv. Redressal of Citizens Grievance—Lokpal and Lok Ayukta, Lok Adalat, District Consumer Forums.

COMPARATIVE PUBLIC ADMINISTRATION
PAPER CODE: PA1003

Marks: 100
Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I
Concept of Comparative Public Administration, Meaning, Nature, Scope and Significance, Evolution of Comparative Public Administration, Features of Administration in Developed Countries with special reference to UK, USA, Japan and France, Features of Administration in Developing Countries.

Unit II
Environment of Administration—Political, Social, Economic and Cultural. Approaches of Comparative Public Administration; Ecological, Structural-Functional and Behavioural.

Unit III
Contribution of Fred W. Riggs, Ferrel Heady, William Siffin and Montgomery in Comparative Public Administration.

Unit IV
A Comparative Study of Chief Executive, UK, USA, France, Japan and Switzerland. Local Government in UK, USA, France, Japan and Switzerland.

Unit V
Various Control Mechanisms over Administration in UK, USA, France, Japan and Switzerland, Machinery for redressal of Citizen’s Grievances in UK, USA, France, Japan and Switzerland.

LABOUR WELFARE ADMINISTRATION
PAPER CODE: PA1004

Marks: 100
Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

Unit I

Unit II

Unit III
Labour Movement in India; Impact of Trade Union Movement on Indian Labour Movement; Trade Union Act, 1926, Registration and Recognition of Trade Unions Act, 1926, Registration and Recognition of Trade. Unions; Problems of organised and unorganised Labour in India Recruitment of Industrial Labour in India.

Unit IV

Unit V
M.A. (FINAL)

DEVELOPMENT ADMINISTRATION
PAPER CODE: PA2001

Marks: 100 Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT I
Development: Concept, Dimensions and Approaches, Development Administration: Concept, nature, scope and pre-requisites, Evolution of Development, Administration Models, Development Administration, Role of Development Administration in developing countries.

UNIT II

UNIT III
Bureaucracy and Development: Influence of Social background on Development Administration, Representative BureaucracyNeutral Versus Committed Bureaucracy, Role of Bureaucracy with special reference to policy formulation and Implementation, Relationship of Bureaucrats and Politicians.

UNIT IV
Public Policy: Formulation and Implementation, Development Planning, Planning process—Formulation, Implementation and Evaluation; Planning Machinery at Centre, State and Local Levels, Programmes and Projects Formulation and Implementation.

UNIT V
Citizens participation in Development Administration, Specialised Agencies for Development, Role of Voluntary Agencies in Development Administration, Public Relations and Development Administration, Sustainable Development.

HUMAN RESOURCE DEVELOPMENT
PAPER CODE: PA2002

Marks: 100 Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

RESEARCH METHODS
PAPER CODE: PA2003

Marks: 100                      Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT I

UNIT II

UNIT III
Data Collection: Sources of data collection, primary and secondary. Techniques of Data Collection, Observe, Interview, Questionnaire and Schedule, Content Analysis.

UNIT IV
Processing and Analysis of data: Editing and Coding of Data; Classification and Tabulation of Data, Mean of Central tendency- Mean, Mode and Medium; Mean Deviation and Standard Deviation, Correlation.

UNIT V
Testing of Hypothesis, Basic concepts concerning testing of hypothesis, Procedure for hypothesis in Chi-Square Test. Interpretation of data—Meaning, techniques and Precaution, Role of Computer in Report Writing.

FINANCIAL ADMINISTRATION IN INDIA
PAPER CODE: PA2004

Marks: 100                      Time: 3Hrs

Note: Examiner will be required to set NINE questions in all. Question No. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

UNIT I

UNIT II
Budget—Meaning and Essentials of Budget; Types of Budgeting: Line, item, performance and Zero Based: Budgetary Process—Formulation, Enactment and Execution of Budget; Budget as an Instrument of Administration and Economic Development.

UNIT III

UNIT IV
Parliamentary control over Public Finance, PAC, EC, Committee on Public undertakings, CAG; Accounting and Auditing system in India; Separation of Audit and Account; Modified Accounting system in India; Social and performance Audit.

UNIT V
Taxation, Administration; Features, Direct and Indirect Taxes, Co-operation Tax, Taxation Reforms Tax Administration, Financial Appraisal—Economic and Social; problems and prospects of financial administration, Reforms in Financial Management; Emerging trends in Financial Management.