

SCHEME OF EXAMINATION
MASTER OF ARTS (PUBLIC ADMINISTRATION)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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M.A. (Previous)

Paper	Nomenclature	External	Internal
DEMPA-101	Administrative Theory and Thought	70	30
DEMPA-102	Indian Administration	70	30
DEMPA-103	Comparative Public Administration	70	30
DEMPA-104	Labour Welfare Administration	70	30

M.A. Second Year (Final)

Paper	Nomenclature	External	Internal
DEMPA-201	Development Administration	70	30
DEMPA-202	Human Resources Development	70	30
DEMPA-203	Research Methods	70	30
DEMPA-204	Financial Administration in India	70	30

MASTER OF ARTS (PUBLIC ADMINISTRATION)

M.A. (Previous)

ADMINISTRATIVE THEORY AND THOUGHT

PAPER CODE DEMPA-101

External 70

Internal 30

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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

Organizational-bases, Principles, and forms formal and informal, Classical and Neo-Classical Theory; *Contribution of Henri Fayol, Luthur Gulick and M.P. Follet.*

Unit III

Scientific Management and Human Relations Theories-contribution of F.W. Taylor and Elton Mayo respectively. Bureaucratic Theory with spe. ref. to Max Weber and Karl Marx.

Unit IV

Decision-Making Theory with spl. ref. to Herbert Simon. Theories of Motivation : Contribution of Herbert Maslow, Herzberg and Megergor.

Unit V

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

INDIAN ADMINISTRATION

PAPER CODE DEMPA-102

External 70

Internal 30

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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,
- iii. Dept. of Education, Agriculture, Home, Labour and Employment.
- iv. Central-State Relations Problems and Prospects.

Unit IV

Divisional Commissioner, Deputy Commissioner, D.D. P.O; District Police Administration, Administration of Food and Supply D.R.D.A. Democratic decentralization; Gandhain Concept of Pane hay ati Raj, Panchay ati 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. Administration Reforms in India.
- ii. Generalists specialists controversy in Administration.
- iii. Ethics Administration.
- iv. Redressal of Citizens Grievance-Lokpal and Lok Ayukta, Lok Adalat, District Consumer Forums.

COMPARATIVE PUBLIC ADMINISTRATION

PAPER CODE DEMPA-103

External 70

Internal 30

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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.

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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 DEMPA-104

External 70

Internal 30

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Unit I

Concept of Labour Welfare-Meaning, Nature, Principles, Scope and its Significance; Theories of Labour Welfare, Labour Policy in India, I.L.O. and Labour Welfare in India.

Unit II

Union Ministry of Labour and Employment, Central Chief Labour Commissioner, National Commission on Labour, State Labour Deptt. with Spl. ref. to Haryana, Labour Welfare Officer, Workers.Participation in Management.

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

Labour Legislation in India: Workman Compensation Act 1923, Payment of Minimum Wage Act 1936, industrial Dispute Act 1947; Factories Act 1943.

Unit V

Labour Welfare Acts in India: EPF Act 1952, ESI Act 1948, Maternity Act 1961; Child Labour (Prohibition and Abolition Act) 1985.

M.A. (FINAL)**DEVELOPMENT ADMINISTRATION****PAPER DEMPA-201****External 70****Internal 30****Note:**

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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

Administrative Development: Concept, and its objectives Distinction between Development, Administration and Administration of Development; Institutional and Organisational arrangements for improving Administrative capability. Ecology of Administration; Interaction with political, socio-cultural and Economic System.

UNIT III

Bureaucracy and Development: Influence of Social background on Development Administration, Representative Bureaucracy Neutral 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 DEMPA-202****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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UNIT I

Human Resource Development: Concept, Nature, Scope and Significance, Principles of Human Resource Development and its challenges. Functions of Human Resource Development, Human Resource Development-Culture and Climate, Human Resource Development Environment in India.

UNIT II

Mechanical Approach, Paternal Approach, Social System Approach in Human Resource Development, Human Resource Planning: Values in Planning, Main-power Planning, Career Development and Career Planning, Human Resource Development Strategies, Personnel Control, Personnel Audit.

UNIT III

Job-Analysis and Man Power requirements: Job Designing, Job Satisfaction, Job Terminology, Job Analysis Process, Job Description, Job Specification, Job-Enrichment, Work Force Analysis.

UNIT IV

Recruitment-procedure, Induction, Selection and Placement, Training and Development, Promotion: Seniority Vs Merit, Classification, Employee's Discipline. Removal and Appeal, Morale and Motivation, Retirement Benefits, Employees Grievance Handling: Whitlism in India.

UNIT V

Modern Management techniques-Management by objectives (MBO), Management of Interpersonal relations and Transactional Analysis, Organisational Development (OD) and Management Information System (MIS) for personnel administration-Use of EDP. Performance Appraisal and its methods, Research needs in Human Resource Development, Challenges and prospects of Human Resource Development, Emerging trends in Human Resource Development.

RESEARCH METHODS**PAPER DEMPA-203****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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UNIT I

Meaning and characteristic of Science and Scientific Method, Steps in "Scientific method, Meaning, ne and Objectives of Social Research Types of Social Research Objectivity in Social Research.

UNIT II

Research Design-Meaning, types and its formulation Hypotheses-Meaning, importance, Sources and qualities of Workable hypothesis, Difficulties in the formulation of hypothesis.

Sampling: Meaning, Merits and demerits, types and procedure of selecting a representative sample.

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, Me|q of Central tendency-Mean, Mode and Medium; Mean Deviation and Standard Deviation, Co-relation!

UNIT V

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

FINANCIAL ADMINISTRATION IN INDIA**PAPER DEMPA-204****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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UNIT I

Financial Administration: Evolution, Meaning, Nature, Scope, Objective, Agencies and Significance: Financial Administration under Capitalist, Socialist and Mixed Economy. Economic Policies: Monetary, Fiscal, Exim: Concept of Deficit Financing.

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 II

Fiscal Federalism in India, Finance Ministry's control over Public Finance, Delegation of Financial Powers, Role of Finance Commission and Planning Commission.

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.