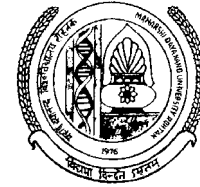


Maharshi Dayanand University Rohtak



Ordinances, Syllabus and Courses of
Reading for
M.A.(F) Public Adm. (Annual System)
Examination

Session—2008-2009

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**M.A. (Final) Public Administration
2008-09**

	Th	IA	
	80	20	
Paper-V Developmwn Administration	100	3 Hrs.	
	Th	IA	
	80	20	
Paper-V I Developmwn Administration Opt(ii) Social Administration	100	3 Hrs.	
	Th	IA	
	80	20	
Paper-V II Research Methods	100	3 Hrs.	
	Th	IA	
	80	20	
Paper-V III i) Financial Administration in India	100	3 Hrs.	
Opt. (ii) Administrative Law	Th	IA	
	80	20	
Opt. (iii) Dissertation	Th	IA	
	80	20	

PAPER-V DEVELOPMENT DMINISTRATION

Th IA

80 20

Max. Marks : 100

Time : 3 Hrs.

Note : The question paper shall contain ten questions in all by including two questions from each unit. Every candiate shall attempt five questions in all, selecting one question from each unit. All questions carry equal marks.

1. Development : Concept, Dimensions and Approaches
Development administration : Concept, nature, scope and prerequisites, Evolution of Development Administration; Models of Development Administration, Role of development Administration in developing countries.
2. Administrative development : Concept, nd its objects.
Distinction between Development of Administration and Administration of Development; Institutional and Organisational arrangements for improving administrative capability, Ecology of Administration; Interaction with political, socio-cultural and economic system.
3. Bureaucracy and development. Influence of Social background on development Administration, Representative Bureaucracy. Neutral Versus Committed Bureaucracy, Role of bureaucracy with specil reference to policy formulation and implementation, Relationship of Bureaucrats and Politicians.
4. 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.
5. Citizen's participation in Development administation, specialised Agencies for Development, Role of Voluntary Agencies in Development Administration, Public Relations and Development Administration, Sustatinable Development.

Books Recommended

1. Riggs, F.W. Frontiers of Development Administration Durham, Duke University Press, 1970
2. Palombra, Joseph La Bureaucracy and Political Development, Princenton. N.J. Princenton University Press, 1967.
3. Verma, S.P. and Development Administration, New Delhi. Sharma, S.K.
4. Swerdlow, Irwing Development Administration : Concept and problems, Syracuse, Syracuse University Press, 1963.
5. Swerdlow, Irwing Development Administration, New Delhi, Sterling, 1994.
6. Heady, Ferrel Public Administration : A Comparative perspective, N.J. Prentice Hall, Englewood Cliff., 1966.
7. Waldo, Dwight Temporal Dimension of Development Administration, Durham, Duke University Press, 1970.
8. Pai Panadikar, V.A. Development Administration in India, Delhi, Macmillan, 1974.

Paper-VI HUMAN RESOURCE DEVELOPMENT

Th	IA
80	20
Max. Marks : 100	
Time : 3 Hrs.	

Unit-I

HRD; Evolution, Concept, Scope, Need, Goals, Areas Functions, Principles and Significance of Human Resource Development, Human Resource Development in India Organizations.

Unit-II

Approaches towards Human Resource Development, Mechanical Approach, Paternal Approach and Social System Approach. Human Resource Audit : Need, Nature, Areas, Benefits and Process of Human Resources Audit. Human Resource Research : Need, Objective, Process and Significance of Human Resource Research.

Unit-III

Human Resource Planning : Process, Demand, Forecasting, Supply Sources, Factors in Human Resource Planning, Significance of Human Resource Planning.

Carrer Planning and Development : Need, Process, Steps, Advantage, Recent Development in career Planning and Development.

Recruitment Process; Concept, Process, Method and Significance of Recruitment.

Training and Development : Need, Training Method, advantage of Training, Evaluation of Training Programme, Recent Development in Training, Promotion : Promotion and Performance Appraisal.

Unit-IV

Job Analysis Process : Job Analysis; Need, Process and Importance, Recent Development in job Analysis; Need, Organisational Culture, Job Satisfaction : Meaning, Factors, Importance of job Satisfaction. Discipline, Morale, Motivation and Human Resource Development. Modern Management techniques;

Management by Objectives, Organisational Development, Communication System, Challenges and New Directions in Human Resource Development.

Books Recommended

1. Biswanath Ghosh Personnel Management
Worlds Press Pvt. Ltd.,
Calcutta, 1976.
2. P.C. Tripathi Personnel Management,
Sultan Chand and Sons, New
Delhi, 1987.
3. M.N. Rurabasavaraj Dynmic Personnel
Administration Himalaya
Publishing House Delhi, 1991.
4. Bhawdeep Singh Current Trends in Human
And Prem Kumar Resource Development, Deep
& Deep Publications, New
Delhi, 1995.
5. Arun Manappa and Personnel Management Tate
Mirza S. Saiyadain McGraw Hill Publishing
Compny Ltd. New Delhi, 1979.
6. O. Glenn Stahi Public Personnel
Administration Oxford and IBH
Publishing Company, New
Delhi, 1975.

Paper-V (Option II) SOCIAL ADMINISTRATION

Th IA
80 20
Max. Marks : 100
Time : 3 Hrs.

Note : The questions paper shall contain ten questions in all by including two questions from each unit. Every candidate shall attempt five questions in all, selecting one question from each unit. All questions carry equal marks.

Unit-I

Concept of Social Development, Meaning, Nature and Scope, Emergence of the idea of Social Development and its Significance; Social Development as a Constitutional Obligation: Concept of Social Service and Public Ethics.

Unit-II

Machinery for Social Development at Central, State and Local Levels. Organization and Role of UNESCO AND UNICEFF.

Unit-III

Voluntary Agencies and N.GO'S in Social Development : Organization, Features, Role, Significance and problems, Control over Social Voluntary Organization.

Unit-IV

Administration and dimensions of Social development with particular reference to Women, Children, SCs/STs/Bcs/, Minorities and Handicaps.

Unit-V

Co-ordination of Social Welfare Activities at different levels- Centre, State and Local : Problems of Administration of Social Development-Corruption, Human Relations, grant-in-aid, Regionalism and Bureaucratizations.

Books Recommended

1. Marsh, D.D.(ed.) An Introduction to Social
Administration London, rouletted
and Kegan Paul, 1965.

2. Jaganadham, V. Social Welfare Organizations, New Delhi I.I.P.A. 1960.
3. Khinduka, S.K. Socil works in India, Allahabad, Kitab Mahal, 1966.
4. Jain, R.B. NGOs in Development Perspective, New Delhi, Vivek Parkashan, 1995.
5. Wadia, A.R. History and Philosophy of Social Work in India, New Delhi, Allied Publishers, 1968.
6. Mishra, D.K. samjik Prashashan, Jaipur, College Book Depot, 1986.
7. Sharma, G.B. Social Administration in India.
8. India, Encyclopedi of Social work, Publication Devison, New Delhi, 1968.
9. India, Committee on plan projects planning commission, Report f the Study Team on Socil Welfare and Backward Classes, 1959.
10. Voluntar Agencies, SPECIL issue IUPA-1987.

Paper-VII RESEARCH METHODS

Th IA
80 20
Max. Marks : 100
Time : 3 Hrs.

Note : The questions paper shall contain ten questions in all by includig two questions from each unit. Every candidate shall attempt five questions in all, selecting one question from each unit. All questions carry equal marks.

Unit-I

Meaning and characteristics of Science and Scientific Method, Steps in SScientific Method, Meaning, Nature and Objectives of Social Research, Types of Social Research, Objectivity in Social Research.

Unit-II

Research Design-Meaning, Types and its Formulation. Hypothesis-Meaning, Importnce, Sources and Types: Qualities of a 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. Teachniques of Data Collection-Observation, Interview, questionnire and Schedule, Content Analysis.

Unit-IV

Processing and Analysis of Data : Editing and Data; Classification and Tabulation of Data, Measures of Central tendency mean, Mode and Median; Mean Deviation and Standard Deviation, Co-relation.

Unit-V

Testing of Hypothesis, Basic Concepts concerning Testing of hypothesis, Procedure for hypothesis Testing. CHI-Square Test. Interpretation of Data-Meaning, Techniques and Precautions, Role of Computer in Research, Report Writing.

Books Recommended

1. Moser, C.A. and Kalton Survey, Methods in Social Investigation, London, 1974.
2. Young, P.V. Scientific Social Survey and Research, New Delhi, Prentice Hall of India, 1979.
3. Clair Seltiz Research Methods in Social Relations, New York, Rinehart and Winsten, 1976.
4. John Galtung Theory and Methods of Social Research, New York, Columbia University, 1967.
5. Shukl and Trivedi Research Methodology, Colege Book Dept, Jaipur.

6. David Nachmias and Research Methods i Social Sciences, New York, St. Murthin Press, 1981.
7. C.R. Kothari Research Methodology Methods and Techniques, New Delhi, Willey Estern Ltd. 1986.
8. Kerlinger, F.N. Foundations of Behavioural RESEARCH, New York, Hold Rinehart and Winston, 1973.

Paper-VIII FINANCIAL ADMINISTRATION IN INDIA

Th IA
80 20
Max. Marks : 100
Time : 3 Hrs.

Note : The questions paper shall contain ten questions in all by includig two questions from each unit. Every candidate shall attempt five questions in all, selecting one question from each unit. All questions carry equal marks.

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 Essential 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

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 an 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 Need for Reforms in Tax-Administration; Impact of Liberalization on Financil Administration; Problems and Prospects of Financial Administration; Reforms in Financial Management; Emerging trends in Financial Management.

Books Recommended

1. Lli, G.S. Financil ADministration in India, Delhi HPJ Kapoor, 1969.
2. Sundharm, KPM Indian, Public Finance and Financial Administration, New Delhi, S. Chand, 1973.
3. Wattal, P.K. Parlimentary Financial Control in India, Bomby, Minerva, 1962.
4. Chaturvedi T.N. and Handa, K.L. Finncial Administration, New Delhi IIPA 1992.
5. Handa, K.L., (ed) Finncial Administration, New Delhi IIPA, 1986.
6. Thavaraj, MJK Financial Management of Government, New Delhi, S. Chan, 1978.
7. Radhey Sham Finncial Administration, New Delhi, Durjeet Book Sepot, 1992.
8. Gautam, P.N. Bhartiya Vitt Prashasan, Chandigarh, Haryana Sahitya Academy, 1993.
9. Mookerjee, S.S. Financial Aministration in India, Delhi, Surjeet Book Depot, 1980.
10. Singh Sahib and Singh, Swinder Personell and Financial Adminsitrion Chandigarh, New Academic, 1994.
11. Report of The ARC on Centre State Relations; Delegation of Finncil and Administrative Powers.

Paper-VIII (Option ii) ADMINISTRATIVE LAW

Th IA
80 20
Max. Marks : 100
Time : 3 Hrs.

Note : The questions paper shall contain ten questions in all by including two questions from each unit. Every candidate shall attempt five questions in all, selecting one question from each unit. All questions carry equal marks.

Unit-I

Administrative Law-meaning, scope cause of its growth; Sources of Administrative Law; Its relations with Constitutional Law; Approaches-Policy and Analytical; Droit Administration-meaning and features.

Unit-II

Natural Justice; meaning and principles-Viz Memo Jades in Cause Sua i.e. Rule Against Bias, addi Alteram Patrem i.e. Rule of Fair Hearing, Exceptions of Rule of Natural Justice, rule of Law-meaning, evolution of Dicey's theseis, exceptions to Rule of Law, Separation of Powers.

Ultra Vires; meaning, types-Substantive and Procedural, effects of Ultra Vires.

Unit-III

Quasi-Legislative functions of Administration; Delegated Legislation-Meaning, Causes of its growth, Classification, advantages and disadvantages; Control over Delegated Legislation Procedurl, Parliamentary and Judicial.

Unit-IV

Quasi-Judicial functions of Administration; Administrative Adjudication-Meaning, difference with Judicial Process, Reasons for its growth, merits and demerits; Administrative Tribunals with spe, ref to CAT and Rly Tribunal.

Unit-V

Government Liability-Tortious and Contractual; Constitutional protection of Civil Servants; Redressal of grievances-Ombudsman.

Books Recommended

1. Basu, D.D. Administrative Law, New Delhi, Prentice Hall of India, Pvt. Ltd. 1986.
2. Jain, M.P. Jain S.N. Principles of Administrative, Law, Bombay N.M. Trapath, 1979.
3. Joshi, K.C. Administrative Law, Allahabad, Agency, 1984,
4. Kesri, U.P.D. Administrative Law, Allahabad, Central Law Agency (1988).
5. Cecil Carr Delegated Legislation. Cambridge, Cambridge University Press, 1921.

Paper-VIII (Option-iii)**DISSERTATION**

Max. Marks : 100

Time : 3 Hrs.

1. A Regular candidate who has obtained atleast 55% marks in M.A. (Previous) cand opt. for Dissertation (monograph & Viva-Voca).
2. Dissertation has to be submitted atleast one month before the commencement of the annual examination.