

DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK



New Scheme of Examination

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

M.A (Previous)

Paper	Nomenclature	Marks
PA1001	Administrative Theory and Thought	100
PA1002	Indian Administration	100
PA1003	Comparative Public Administration	100
PA1004	Labour Welfare Administration	100

M.A (Final)

Paper	Nomenclature	Marks
PA2001	Development Administration	100
PA2002	Human Resources Development	100
PA2003	Research Methods	100
PA2004	Financial Administration in India	100

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

Scientific Management and Human Relations Theories-Contribution of F.W. Taylor and Elton Mayo respectively. Bureaucratic Theory with spl. re. to Max Weber and Karl Marx.

Unit IV

Decision-Making Theory with spl. ref. to Herbert Simon. Theories of Motivation : Contribution of Herbert, simon Maslow, Herberg and Mcgergor.

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,

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 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

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 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

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 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

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, Man-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 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

Meaning and characteristic of Science and Scientific Method, Steps in Scientific Method, Meaning, 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, Mean of Central tendency- Mean, Mode and Median; 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

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 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 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.