

**Mohanlal Sukhadia University
Udaipur (Raj.)**

Syllabus

Scheme of Examination and Courses of Study

FACULTY OF SOCIAL SCIENCES



**NOT FOR SALE
FOR OFFICE USE ONLY**

M.A. PUBLIC ADMINISTRATION

Previous Examination : 2004-2005 **2007-2008**
Final Examination : 2005-2006 **2008-2009**

Edition : 2004

Price : Rs.20/-

POST GRADUATE PROGRAMME

1. At each of the Previous and Final Year Examination in a subject, a candidate must obtain for a pass (i) at least 36 % marks of the aggregate marks in all the papers prescribed at the examination, and (ii) atleast 36% marks in practical, wherever prescribed, at the examination; provided that if a candidate fails to secure 25% marks in each individual paper of theory at any of the examination and also in the Dissertation; wherever prescribed, he/she shall be deemed to have failed at the examination, notwithstanding his/her having obtained the minimum percentage of marks required in the aggregate for the examination. Division will be awarded at the end of the Final Examination of the combined marks obtained at the Previous and the Final Examinations taken together as noted below. No Division will be awarded at the Previous Examination.

First Division : 60 Percent of the total aggregate

Second Division: 48 Percent marks of Previous and

Third Division : 36 Percent Final year taken together

Note : The candidate is required to pass separately in theory and practicals.

Published by :

Mohanlal Sukhadia University

Udaipur

Printed at :

National Printers

124, Chetak Marg, Udaipur

Phone : 2523830, 2561030

"Offset House" Bhuwana

Phone : 2440994

2. Dissertation may be offered by regular students only in lieu of one paper of Final Year Examination as prescribed in the syllabus of the subject concerned. Only such candidates will be permitted to offer dissertation who have secured atleast 50% marks in the aggregate at the previous examination.

Note: Dissertation shall be type-written and shall be submitted in triplicate, so as to reach the Controller of Examinations atleast two weeks before the commencement of Examination.

3. There shall be atleast nine theory in Post-Graduate Examination, 4 in Previous and 5 in Final year examinations of 100 marks each unless and otherwise prescribed. The non-credit papers wherever prescribed will remain as such. The marks of these non-credit papers will not be counted for division but passing in the same is compulsory.
4. Each theory paper will be of three hours duration.
5. Wherever practicals are prescribed the scheme will be included in the syllabus.
6. A candidate who has completed a regular course of study for one academic year and Passed M.A. / M.Sc./ M.Com. Previous Examination of the university shall be admitted to the Final Year Examination for the degree of Master of Arts /

Master Of Science / Master of Commerce provided that he / she has passed in atleast 50% of the papers at the previous examination by obtaining atleast 36% marks in each such paper.

- (a) For reckoning 50% of the papers at the previous examination, practical will be included and one practical will be counted as one paper.
 - (b) Where the number of papers prescribed at the previous examination is an odd number it shall be increased by one for the purpose of reckoning 50% of the paper.
 - (c) Where a candidate fails for want of securing minimum aggregate marks but secured 36% marks in atleast 50% of the papers, he/she will be exempted from re-appearing in those papers in which he/she has secured 36% marks.
 - (d) Where the candidate secures requisite minimum percentage in the aggregate of all the papers but fails for want of the requisite minimum percentage of marks prescribed for each individuals paper he/she shall be exempted from re-appearing in such paper (s) in which he / she has secured atleast 25% marks.
7. A candidate who has declared fail at the Final Year Examination for the degree of Master of Science / Arts, Commerce shall be exempted from re-appearing in a subsequent year in the following papers :

(a) Where a candidate fails for want of securing the minimum percentage in the aggregate marks, he/she shall be exempted from re-appearing in such paper (s) Practical (s). Dissertation in which he/she has secured atleast 36% marks; provided he/she is passing in atleast 55% of the papers. (Here passing in each paper requires 36% marks).

(b) Where a candidate secures the minimum requisite including dissertation wherever prescribed but fails for want of minimum percentage of marks prescribed for in each individual paper / dissertation, he / she shall be exempted from reappearing in such paper (s) dissertation in which he/she has secured atleast 25% marks provided he/she is passing in atleast 50% of the paper (here passing in each paper requires 25% marks)

निर्देश :

1. सत्र 2002 से प्रभावित पाठ्यक्रमों एवं 2003 की परीक्षा से प्रभावी परीक्षा प्रणाली।
2. सम्पूर्ण पाठ्यक्रम पांच इकाईयों में विभाजित होगा।
3. सम्पूर्ण प्रश्न पत्र तीन खण्डों में विभाजित होगा। जिनमें पांचों इकाईयों के पाठ्यक्रम को सम्मिलित किया जायेगा।
4. सम्पूर्ण प्रश्न पत्र के निम्नांकित तीन खण्ड होंगे:-

खण्ड (अ)

इस भाग में दस वस्तुनिष्ठ/लघु उत्तरात्मक प्रश्न होंगे। प्रत्येक इकाई से दो प्रश्न होंगे। प्रत्येक प्रश्न एक अंक का होगा। ये दस प्रश्न पत्र विकल्प रहित होंगे। लघुत्तर लगभग 20 शब्दों में होगा। (10 अंक)

खण्ड (ब)

इस भाग में प्रत्येक इकाई से दो प्रश्न पूछे जायेंगे। कुल दस प्रश्न होंगे जिनके विकल्प भी इसी इकाई से होंगे। प्रत्येक प्रश्न दस अंकों का होगा। इन प्रश्नों के उत्तर लगभग 250 शब्दों तक दिये जा सकते हैं। (50 अंक)

खण्ड (स)

इस भाग चार विवेचनात्मक प्रश्न पूछे जायेंगे जिनमें से दो प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न का उत्तर लगभग 500 शब्दों में देना होगा। इन प्रश्नों में एक प्रश्न के दो भाग भी हो सकते हैं। (40 अंक)

नोट : प्रायोगिक विषयों में इस परीक्षा प्रणाली का अंक विभाजन विषयों के साथ दिया गया है।

M.A. PUBLIC ADMINISTRATION

PREVIOUS EXAMINATION – 2004-05 FINAL EXAMINATION – 2005-06

निर्देश :

1. सत्र 2005 से प्रभावित पाठ्यक्रमों एवं 2005-06 की परीक्षा से प्रभावी परीक्षा प्रणाली।
2. सम्पूर्ण पाठ्यक्रम पांच इकाइयों में विभाजित होगा।
3. सम्पूर्ण प्रश्न पत्र तीन खण्डों में विभाजित होगा। जिनमें पांचो इकाइयों के पाठ्यक्रम को सम्मिलित किया जायेगा।
4. सम्पूर्ण प्रश्न पत्र के निम्नांकित तीन खण्ड होंगे :-

खण्ड (अ)

इस भाग में दस वस्तुनिष्ठ/लघु उत्तरात्मक प्रश्न होंगे। प्रत्येक इकाई से दो प्रश्न होंगे। प्रत्येक प्रश्न एक अंक का होगा। ये दस प्रश्न पत्र विकल्प रहित होंगे। लघुत्तर लगभग 20 शब्दों में होगा। (10 अंक)

खण्ड (ब)

इस भाग में प्रत्येक इकाई से दो प्रश्न पूछे जायेंगे। कुल दस प्रश्न होंगे जिनके विकल्प भी इसी इकाई से होंगे। प्रत्येक प्रश्न दस अंको का होगा। इन प्रश्नों के उत्तर लगभग 250 शब्दों तक दिये जा सकते हैं। (50 अंक)

खण्ड (स)

इस भाग चार विवेचनात्मक प्रश्न पूछे जायेंगे जिनमें से दो प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न का उत्तर लगभग 500 शब्दों में देना होगा। इन प्रश्नों में एक प्रश्न के दो भाग भी हो सकते हैं। (40 अंक)

नोट : प्रायोगिक विषयों में इस परीक्षा प्रणाली का अंक विभाजन विषयों के साथ दिया गया है।

M.A. (PREVIOUS)

PUBLIC ADMINISTRATION, 2004-2005

PAPER-I

ADMINISTRATIVE THEORIES : CONCEPTS & APPLICATIONS

UNIT-I

Basic Premises :

Meaning, Nature and Significance of Public Administration, Evolution of Public Administration as discipline, New Public Administration.

Contemporary approaches to the study of Public Administration (Behavioural, System & Structural Functional).

NOT FOR SALE

UNIT-II

FOR OFFICE USE ONLY

Theories & Techniques of Administration :

Scientific Management (Taylor & his associates) the Bureaucratic theory of organisation (Weber) Human relations theory of organisation (Elton Mayo and his colleagues).

Relevance of Policy-making in Public Administration. The Process of Policy Formulation and Implementation.

UNIT-III

Principles of Organisation :

Hierarchy, Unity of Command, Authority & Responsibility, Co-ordination, Span of Control,

Supervision, Centralization and Decentralization, Delegation.

UNIT-IV

Administrative Behaviour :

Decision-making with special reference to the contribution of Herbert Simon. Theories of leadership, Communication, Morale, Motivation (Maslow, Herzberg & McGregor), Group Dynamics.

UNIT-V

Administrative Techniques :

O & M, work study, work measurement, Administrative Reforms.

Importance of Administrative Law; Delegated Legislation, Administrative tribunals.

Management Practices : Automation, Cybernetics, PERT, CPM, Use of Computers in Administration, Social responsibilities of management.

Books Recommended :

1. Pffifner & Presthus : Public Administration
2. Felix A. Nigro : Modern Public Administration
3. Rabber S. Basic : Action Administration
4. M. P. Follet : Dynamic Administration

5. March & Simom : Organisation
6. Etzioni : A comparative analysis of Complex Organization
7. William P. Sexton : Organisatino theories
8. Gerald Caiden : Dynamics of Public Administration
9. अवस्थी एवं महेश्वरी : लोक प्रशासन (अंग्रेजी में)
10. महादेव प्रसाद शर्मा : लोक प्रशासन – सिद्धान्त तथा व्यवहार

Journals :

1. Indian Journal of Public Administration, New Delhi
2. Public Administration Review, U.S.A.
3. Public Administration, London
4. Administrative Change, Jaipur
5. Canadian Journal of Public Administration, Ottawa

N.B. : These Journal will be found useful for other papers only.