

MOHANLAL SUKHADIA UNIVERSITY: UDAIPUR

MASTER OF ARTS IN PUBLIC ADMINISTRATION -2011-12

1. **Duration of the Course:** The Master of Arts (Public Administration) course will be of four semester duration to be conducted in two years. Each semester will be of approximately five months (minimum 90 working days in a semester) duration.

2. **Eligibility:** Candidates seeking admission to the first semester of Master of Arts in Public Administration must have a B.A. or an equivalent degree with 48% marks. Candidates who have studied Public Administration honors at BA level will be preferred.

3. **Admission :** As per University Bulletin or Admission Notification

4. **Seats :** 40 (at M.A. Previous & 40 at M.A. Final)

5. Course structure

Paper No.	Paper Code	Paper Name	L-T-P	Max. Marks		
				Ext.	Int.	Total
SEMESTER-I						
I	41581	Administrative Theory : Basic	3-1-0	75	25	100
II	41582	Administrative Thinkers	3-1-0	75	25	100
III	41583	Public Personnel Administration	3-1-0	75	25	100
IV	41584	Comparative Public Administration	3-1-0	75	25	100
V	41585	Public Policy	3-1-0	75	25	100
Total			15-5-0	375	125	500
SEMESTER-II						
I	42581	Indian Administrative System - I	3-1-0	75	25	100
II	42582	Administrative Law	3-1-0	75	25	100
III	42583	State Administration	3-1-0	75	25	100
IV	42584	Development Administration	3-1-0	75	25	100
V	42585	Economic Policy & Administration	3-1-0	75	25	100
Total			15-5-0	375	125	500
SEMESTER - III						
I	43581	Research Methodology	3-1-0	75	25	100
II	43582	Indian Administrative System - II	3-1-0	75	25	100
III-V*	43583A1	Human Resource Development	3-1-0	75	25	100
	43583A2	Values & Ethics in Administrative Sciences	3-1-0	75	25	100
	43583A3	International Organization	3-1-0	75	25	100
	43583B1	Environment Policy & Administration	3-1-0	75	25	100
	43583B2	Health & Hospital Administration	3-1-0	75	25	100
	43583B3	Education Administration	3-1-0	75	25	100
	43583C1	Rural Local Administration	3-1-0	75	25	100

	43583C2	Urban Local Administration	3-1-0	75	25	100
	43583C3	Government and NGOs	3-1-0	75	25	100
Total			15-5-0	375	125	500
SEMESTER IV						
I	44581	Financial Administration in India	3-1-0	75	25	100
II	44582	Project Work	0-4-0	75	25	100
III-V*	44583A1	Constitution and Administration	3-1-0	75	25	100
	44583A2	Industrial Relations	3-1-0			
	44583A3	Comparative Administrative System	3-1-0	75	25	100
	44583B1	E-Governance & Cyber Laws	3-1-0	75	25	100
	44583B2	Police Administration in India	3-1-0	75	25	100
	44583B3	Disaster Management	3-1-0	75	25	100
	44583C1	Administration of Public Distribution System	3-1-0	75	25	100
	44583C2	Administration of Public Undertakings	3-1-0	75	25	100
	44583C3	Social Welfare Administration	3-1-0	75	25	100
Total			12-8-0	375	125	500
Grand Total			60-20-00	1500	500	2000

***For Paper III-V in Third and Fourth semester students have to select one paper from each of the Three Groups i.e. Groups A-C.**

6. Scheme of instruction:

Each semester will be of five months (90 working days) duration. Instruction in each paper is divided into Lectures and Tutorials.

6.1 Theory: Class room instructions as per lecture schedule announced at the beginning of the course.

6.2 Tutorials: Tutorials will be conducted for following:

- (i) To give class room instructions in topics already covered in lectures but students require detailed explanation/examples;
- (ii) Working out problems, program etc. to make students understand the topics;
- (iii) Quiz to get feedback on understanding of the students in a topic.

6.3 Communication Skill & Personality Development: Students will be required to undergo Communication Skill and Personality Development Program in the first semester. They will be required to attend either regular classes/workshop/Add-on course of 60 to 80 hrs duration before the final semester examination. This will be done at the University Centre for Soft Skills. No students shall be allowed to appear in the final semester examination unless they produce certificate of satisfactory completion of the Course in Communication Skill and Personality Development Program. If required 6hrs/week classes may be conducted by the Department.

6.4 Seminar: Students are required to give one seminar in each semester in each paper (10 to 15 minutes) using Audio visual aids. They will be required to submit detailed written work on the seminar topic. Each teacher giving instructions to the students will be giving one lecture each in each semester to provide latest developments, techniques etc. Attendance in all the seminars by the students is compulsory. Marks proportionate to their absence will be deducted from seminar component of the internal marks.

6.5 Assignments: Teachers will give regular assignments to the students to assess their grasp of the topics. Students will be required to complete the same within the stipulated period.

6.6 Projects: Each student will be required to carry out a project in the last semester in lieu of a compulsory paper. Only the projects submitted by the candidates as per following guidelines will be evaluated.

- a) Project to be selected by the student at the end of third semester
- b) Progress report must be submitted through supervisor
- c) Project must be submitted before the prescribed last date.
- d) Candidates are required to make a presentation of their project work during their project examination
- e) Students whose projects are graded as unsatisfactory will be given one more chance to undertake another project under another supervisor,
- f) The project work of the candidates whose progress report is not submitted will be considered as incomplete and may be terminated within two weeks from the prescribed due date.
- g) Students will be allowed to undertake project works only at the *bonafide* organizations.
- h) Examination of the project work will be conducted by a committee consisting of one internal examiner and one external examiner.

7. ATTENDANCE:

Regular attendance of the student is an important factor in the semester system. No candidate will be allowed to appear in the End Semester Examination as a regular student unless he/she has attended the course regularly.

7.1 Regular 100% attendance is expected of all students for every course in theory and seminar. Hence attendance is compulsory and will be monitored in the semester and students will be informed at the end of the month and end of semester.

7.2 A maximum of 25% absence for the attendance may be condoned only on valid grounds such as illness, death in family or other emergency beyond students control and approved by the Head of the Department/Course Director. Sanctions are to be taken within a week after joining.

7.3 For students participating in Sports/Cultural event/NCC/NSS, etc. camps during a semester the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the recommendation of the concerned authority and the student will be required to apply in advance for the leave to the Head/Course Director through Faculty Advisor/Course Co-coordinator.

7.4 If a candidate is absent from the semester classes for a period of more than one week without prior notice, admission of the candidate in the course will be terminated automatically. If a candidate is absent due to medical reason, the same must be intimated to the Head/Course Director well in time. However, he/she will not be entitled for any exemption from the attendance requirements of the semester

7.5 If attendance of a candidate in a paper is less than 75%, his/her internal assessment will be marked zero and a candidate may be allowed to appear in those papers in which his/her attendance is less than 75% subject to the condition that **NR** will be marked in these papers to indicate “attendance is short so declared as Not Regular”.

8. Examination Rules :

Following rules approved by the Academic council Resolution No.2 dated 24.07.2010 and resolution No. dated shall be applicable to all semester based post graduate courses offered by Mohanlal Sukhadia University, Udaipur from session 2011-12 onwards.

1. Two years Post-Graduate courses under semester scheme shall be of four semester examination in each papers shall consist of continuous evaluation through internal assessment and end semester examination conduct by the University.

2. In the Beginning of the each semester University shall announce external examination schedule before starting of each semester such that external examination of all odd semester are normally completed by the end of December where as that of even semester shall be completed by end of the May.

3. The internal assessment marks for each paper shall be 25% of maximum marks.

4. Each theory paper shall be of 100 marks with 75 marks for end semester written exam. Of 3-hrs. duration and 25 marks for internal assessment.

5. Each practical paper shall be normally of 100 marks with 75 marks for end semester practical examination and 25 marks for internal assessment. However, in certain subjects where only one practical paper is prescribed, maximum marks will be 200 with 150 for external evaluation and 50 for internal evaluation.

6. Syllabus of each paper shall consist of 5 units and the question paper shall consist of total 6 question. Part-A Shall consist of one compulsory question of 10 marks with 10 parts covering the entire syllabus for which answer must be provided within 20 words for each. Part-B will consist five long answer questions (Which requires answers in about 400 words for each), One from each unit with internal choice. Each question in the part-B will carry 13 marks. The total number of questions to be set by the examiner shall be eleven. i.e. One compulsory question and two questions from each unit with and word "OR" separating the questions to indicate the internal choice.

7. The internal assessment in each paper shall be made through written examination, assessment, oral, examinations, seminars etc. depending the requirement of the course. The distribution of internal marks for a paper of 100 marks shall be as follows:

(a) Assignments/seminars/oral examination etc : 40% of the internal assessment marks (i.e. 10 marks) for each theory paper shall be awarded on the basis of the performance in the assessment , oral, examinations, seminars/ group discussion etc.

(b) Internal written examination : 40% of the total internal assessment marks (i.e. 10 marks) for each paper theory paper will be awarded on the basis of the performance in the written examination conducted by the department. At least one written examination of one and half hour duration shall be conducted by the department. If a candidate fails to appear in the written exam. Of the internal assessment due to valid reasons, department may conduct defaulters examination after collecting prescribed fee.

(c) Regularity and conduct etc : 20% of the total internal assessment marks (i.e. 5 marks) for each paper will be awarded on the basis of the regularity and conduct.

8. The internal marks will be awarded by the teacher concerned and shall be put for consideration of a committee consisting of Head of the Department, Teacher concerned and a Senior teacher of the Department. The committee will ensure that norms given the internal evaluations are followed in the award of internal marks for each theory and practical paper. Detailed break up of the internal marks along with attendance of the candidate must be submitted to the University.

9. Internal marks must be submitted at least three days before the start of the end semester examination.

8. Minimum passing marks and criteria for promotion to next higher semester for M.A./M.SC./M.Com. (Semester courses)

8.1 The minimum marks for passing a semester shall be 36% in each paper and 40% marks in the aggregate of both internal and external marks.

8.2 A candidate may be promoted to the next semester if he or she has secured at least 36% marks in each papers but has failed to secure 40% marks in aggregate. He/she shall be required appear in one or more of the papers of the papers as and when these papers are offered again by the University so as to satisfy the passing criteria laid in 8.1 However, candidate will not be allowed to reappear in the practical papers to improve the percentage.

8.3 A candidate may be promoted to the next semester if he/she has secured at least 36% marks in two third of the total number of papers in a semester (four papers where total marks of papers in a semester is six, in three papers where total number of papers in a semester is five), provided that aggregate of marks in all papers together is at least 40% such candidate shall be required to appear in papers in which he/she has secured less than 36% marks when these courses are offered again so as to satisfy the passing criteria laid in 8.1

8.4 A candidate fails to satisfy the criteria 8.1, 8.2 and 8.3 for promotion to next higher semester shall be required to rejoin the semester in which he/she has failed to satisfy the above criteria, if otherwise eligible in accordance with the University regulations laid in this regard.

8.5 In case result of a semester is not declared by the University, before the starting of the next higher semester, the students who have appeared in all the papers in the semester will be allowed to attend the class of the next higher semester at their own risk. Candidates who are not eligible to be promoted to the next higher semester will have to leave that semester.

9. Internal marks of a promoted candidate in failed papers will be carry forwarded.

10. RESULT

At the end of final examination the candidates eligible for the award of Post Graduate. Degree (Semester Scheme) in the subject concerned. Degree shall be classified on the basis of the marks obtained in the first, second, third and fourth semester examination taken together, as follows :

(a) First Division

60% or more of aggregate marks of all semesters

(b) Second Division

48% or more but less than 60% of aggregate of all semesters

(c) Third Division

40% or more but less than 48% of aggregate marks of all semester

In the case of professional courses, second division shall be awarded for 50% or more but less than 60% of aggregate marks. Third division shall not be awarded for professional courses.

11. A candidate shall be required to pass all the semester of the course within four years failing which he/she shall not be eligible for award of degree.

12. Only one main answer book shall be supplied in all written examination. No addition supplementary answer sheets/answer books shall be supplied

M.A. Public Administration

First Semester (all papers are compulsory)

1. Administrative Theory : Basic
2. Administrative Thinkers
3. Public Personnel Administration
4. Comparative Public Administration
5. Public Policy

Second Semester (all papers are compulsory)

1. Indian Administrative System - I
2. Administrative Law
3. State Administration
4. Development Administration
5. Economic Policy & Administration

Third Semester (Paper 1 and 2 are compulsory and students have to select one paper from each of the three groups)

1. Research Methodology
2. Indian Administrative System - II

Group A :

1. Human Resource Development
2. Values & Ethics in Administrative Sciences
3. International Organization

Group B :

1. Environment Policy & Administration
2. Health & Hospital Administration
3. Education Administration

Group C :

1. Rural Local Administration
2. Urban Local Administration
3. Government and NGOs

Fourth Semester (Paper 1 and 2 are compulsory and students have to select one paper from each of the three groups)

1. Financial Administration in India
2. Project Work

Group A :

1. Constitution and Administration
2. Industrial Relations
3. Comparative Administrative System

Group B :

1. E-Governance & Cyber Laws
2. Police Administration in India
3. Disaster Management

Group C :

1. Administration of Public Distribution System
2. Administration of Public Undertakings
3. Social Welfare Administration

Paper Code 41581 : Administrative Theory : Basic.

Unit - I : Meaning, Nature, scope and significance of Public Administration, public and Private Administration, Evolution of Public Administration as an independent discipline. New Public Administration, New Public Management perspective.

Unit – II : Approaches to the study of public administration, behavioural system and structural functional, scientific management theory, bureaucratic theory, public choice theory, Human Relations theory.

Unit – III : Concept of organization, formal and informal organization, principles of organization : Hierarchy, span of control, unity of command authority and responsibility, Delegation, supervision and coordination,

Unit – IV : Structure of Organization, line and staff agencies, Headquarter and field relationship, decision making, leadership, communication, motivation.

Unit – V : Accountability and control, concept of accountability and control, control over administration : Legislative, executive and judicial. Transparency in Administration.

Books Recommended :

1. Pffifner & Presthus : Public Administration.
2. Felix A. Nigro : Modern Public Administration.
3. Rabber S. Basic : Action Administration.
4. Follet M.P. : Dynamic Administration.
5. March & Simon ; Organisation.
6. Etzioni : A Comparative Analysis of Complex Organizationb.
7. William P. Sexton : Organisation Theories.
8. Gerald Caiden : Dynamics of Public Administration.
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
- 10 महादेव प्रसाद शर्मा : लोक प्रशासन – सिद्धान्त तथा व्यवहार