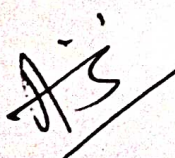



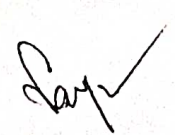
**Semester - I M.A. (Public Administration)**

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours per week			ESE Duration (Hrs.)	
					L	T	P	Theory	P
1.		Administrative Theories and Management	DSC	06	4			3	
2.		Comparative Public Administration	DSC	06	4			3	
3.		Public Personnel Administration	DSC	06	4			3	
4.		Social Welfare Administration	DSC	06	4			3	

**Semester-II M.A. (Public Administration)**

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours per week			ESE Duration (Hrs.)	
					L	T	P	Theory	P
1.		Management Techniques	DSC	06	4			3	
2.		Comparative Administrative Systems	DSC	06	4			3	
3.		Human Resource Management in Government	DSC	06	4			3	
4.		Social Welfare Administration in India	DSC	06	4			3	

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**Semester –III M.A. (Public Administration)**

(Two papers are compulsory of DSC Category for each student, Candidate have to select Any Three from Among Group having DSE Category, three papers with 6 credit of each paper.)

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours per week			ESE Duration (Hrs.)	
					L	T	P	Theory	P
1.		Public Administration in India	DSC	06	4			3	
2.		Economic Policy And Administration	DSC	06	4			3	
3.		Development Administration	DSE	06	4			3	
4.		Research Methodology	DSE	06	4			3	
5.		Indian Constitution	DSE	06	4			3	
6.		Urban Local Administration	DSE	06	4			3	
7.		Rural Local Administration	DSE	06	4			3	
8.		Public Policy and Administration	DSE	06	4			3	
9.		State Administration In India (with Special Reference to Rajasthan)	DSE	06	4			3	

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**Semester-IV M.A. (Public Administration)**

(Two papers are compulsory of DSC Category for each student, Candidate have to select Any Three among DSE Category, All three papers with 6 credit of each paper)

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours per week			ESE Duration (Hrs.)	
					L	T	P	Theory	P
1.		Public Administration in India	DSC	06	4			3	
2.		Economic Policy And Administration	DSC	06	4			3	
3.		Development Administration	DSE	06	4			3	
4.		Research Methodology	DSE	06	4			3	
5.		Indian Constitution	DSE	06	4			3	
6.		Urban Local Administration	DSE	06	4			3	
7.		Rural Local Administration	DSE	06	4			3	
8.		Public Policy and Administration	DSE	06	4			3	
9.		State Administration In India (with Special Reference to Rajasthan)	DSE	06	4			3	
10.		Dissertation	DSE	06					

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**M.A. (Previous) Public Administration**  
**SEMESTER-I**  
**Paper-I (Administrative Theories and Management)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)

10x1 Mark Each = 10 Marks

II 3 QUESTIONS (easy type one question each unit with internal choice)

3x20 Mark Each = 60 Marks

Total of End semester exam (duration of exam 3 hours)

= 70 Marks

Internal assessment

= 30 Marks

Maximum Marks

= 100 Marks

Minimum Marks

= 40 Marks



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CONTACT HOURS: 90.00

**UNIT -I**

Public Administration as a Social Science. Evolution of Public Administration as a Discipline its Relation with Political Science, Economics, Sociology, Law and Psychology. Concept of New Public Administration, Minnow brook Conferences -I, II & III

**UNIT-II**

Theories of Administration:-Scientific Management (F.W. Taylor), Bureaucratic Theory (Max Weber), Human Relations (Elton Mayo), Organizational Analysis -Chester Barnard

**UNIT-III**

Principles of Administration:- Hierarchy, Unity of Command, Span of Control, Co-ordination, Delegation and Supervision.

**Core Readings:-**

1. Piffiner and Presthus: Public Administration
2. Simon, Smithburg & Thompson: Public Administration
3. Felix A Nigro: Modern Public Administration
4. Tilet Kempner and Mils: Management Thinkers
5. Terry: Principles of Management
6. Newman and Simmer: Process of Management
7. Mcfarland: Management Principle and Practices
8. Hanika : New Thinking in Management
9. Awasthi & Maheshwari: Lok Prashashan
10. लोक प्रशासन सिद्धान्त एवं व्यवहार: महादेव प्रसाद शर्मा
11. प्रमुदत्त शर्मा: लोक प्रशासन

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12. प्रशासनिक सिद्धान्त: अवस्थी एवं माहेश्वरी
13. Mohit Bhattacharya, New Horizons of Public Administration, Jwahar Publishers; 2015
14. Rumki Basu:-Public Administration (Concept and Theories)
15. Mohit Bhattacharya, Reconstruction Public Administration: A New Look, Jwahar Publishers, 1997
16. प्रशासनिक चिन्तक:- अशोक कुमार
17. Administrative Thinkers:- D. Ravindra Prasad, V.S. Prasad, P. Satyanarayana & Y. Pardhasaradhi
18. Hoshier Singh and Pradeep Sachdewa: Administrative Theory
19. M.P. Sharma and B.L. Sadana: Public Administration in Theory and Practice
20. A.R. Tyagi : Public Administration –Theory &Practice
21. S.L. Goyal : Public Administration-Theory & Practice
22. C.P. Bhambhari: Public Administration-Theory & Practice
23. N. Henry: Public Administration and Public Affairs

**Subsidiary Readings:-**

1. Chester Barnard : The Function of the Executive
2. M.P. Follet: Dynamic Administration
3. March and Simon: Organizations
4. Albrow: Bureaucracy
5. Gullick and Urwick: Papers on the Science of Administration
6. Kartz and Miller: The Social Psychology of Organization
7. Argyris : Personality and Organization
8. William P. Sexton: Organization Theories
9. Linkert : New Patterns of Management
10. Gerald Caiden: Dynamics of Public Administration
11. Harshwardhan Acharya: Public Administration
12. N. Henry, Public Administration and Public Affairs, Prentice Hall India, 2012

**Journals:-**

1. Indian Journals of Public Administration, New Delhi
2. Public Administration Review, USA.
3. Public Administration, London
4. Administrative Change, Jaipur
5. लोक प्रशासन: भारतीय लोक प्रशासन संस्थान, नई दिल्ली

**Course Outcomes:-**

1. To input the knowledge of Public Administration about the Evolution of Public Administration and its Relationship with other Social Sciences
2. To Develop Understanding about the Concept of New Public Administration
3. To Provide detailed information about Various Theories and Principles of the Study of Public Administration

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**M.A. (Previous) Public Administration**  
**SEMESTER-I**  
**Paper-II (Comparative Public Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)

10x1 Mark Each = 10 Marks

II 3 QUESTIONS (easy type one question each unit with internal choice)

3x20 Mark Each = 60 Marks

Total of End semester exam (duration of exam 3 hours)

= 70 Marks

Internal assessment

Maximum Marks

= 30 Marks

Minimum Marks

= 100 Marks

= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT -I**

Comparative Public Administration:- Concept, Evolution, Nature, Scope and Significance. Public Administration and its Ecological Context: Social, Economic, Cultural and Political.

**UNIT-II**

Approaches to the Study of Comparative Public Administration:- Institutional & Neo Institutional, Behavioural, Structural – Functional, Ecological,

**UNIT-III**

Max Weber's Typology of Authority and Administrative Systems with particular Reference to use of Ideal Type of bureaucratic Model, Riggs Typology of Societies with Particular Reference to Prismatic Society, Sala Model and Prismatic Society Revisited

**Core Readings:-**

1. Ferrel Heady: and Sybil Stokes (Eds.) Papers in Comparative Public Administration (1962)
2. Ferrel Heady: Public Administration (A Comparative Perspective)
3. Ramesh k. Arora:-Comparative Public Administration
4. T.N Chaturvedi: Tulnatmak Lok Prashashan
5. Surendra Kataria: Tulnatmak Lok Prashashan (Hindi)
6. Fred W. Riggs (Ed) : Development Administration in Asia

**Subsidiary Readings:**

1. Max Weber: Theory of Social and Economic Organization, Edited by Parsons and Henderson
2. Reinhard Bendix: Max Weber an Intellectual Portrait
3. Irving Swerdlow (Ed) : Development Administration
4. Riggs: Ecology of Administration

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3. Tata Institute of Social Science:- Indian Journal of Social Work

**Course Outcomes:-**

1. To introduce students to the concept of social administration, as well as to identify areas of legislative provisions and problems in the field of social administration in India and invite suggestions for solutions.
2. To provide information about major social welfare schemes related to women, Scheduled Castes, Scheduled Tribes and children in India and Personnel System in Social Administration
3. To explain The Role of National Human Rights Commission in India

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**M.A. (Previous) Public Administration**  
**SEMESTER-I**  
**Paper-III (Public Personnel Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

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**CONTACT HOURS: 90.00**

**UNIT – I**

Concept, Nature and Scope of Personnel Administration / Human Resource Management.

Bureaucracy:- its Nature and Concept, Recent Trends and types of bureaucracy with Special Reference to Morstein Marx,

**UNIT-II**

Meaning, Nature, and Significance of Public Services, Neutrality of Civil Service, Ethics in Public Services, New Trends of Civil Services in Modern Times.

**UNIT-III**

Concept and Principles:- Classification, Recruitment, Promotion, Training, Salary, Disciplinary Action, Political Rights and Retirement Benefits.

**Core Readings:**

1. E.N. Gladen: British Civil Service-its Problem and Future.
2. V.M. Sinha: Personnel Administration
3. C.M. Jain: सेविवर्गीय प्रशासन
4. S.K Kataria: कार्मिक प्रशासन
5. O. Glenn Stahl: Public Personnel Administration
6. Jha: Public Personnel Administration
7. Flex. A. Nigro:-Public Personnel Administration

**Subsidiary Readings:**

1. Geoffrey K. Fry: The Changing Civil Service
2. Government of India: Central Pay Commission Reports
3. Gavin Drewy And Tony butcher: The Civil Service Today

**Course Out Comes:-**

1. To provide conceptual knowledge about Personnel Administration and Bureaucracy
2. To acquaint the knowledge about meaning and nature of public Services and new trends of Public Services in Modern Times
3. To provide detailed information about the types of recruitment and promotion in public services, their pay scales, other service conditions and political rights etc.

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**M.A. (Previous) Public Administration**  
**SEMESTER-I**  
**Paper-IV (Social Welfare Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

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**CONTACT HOURS: 90.00**

**UNIT –I**

Concepts, Meaning Nature, Scope, Principles and Significance of Social Welfare Administration, Social Legislation in India and its Inadequacies and suggestions

**UNIT-II**

Social Policy in India:- Policy and Problem Perspective for the Welfare of the SC, ST Women and Children. Social Planning in India:-Social Development under Various Plans, Problems, Challenges and Suggestions.

**UNIT-III**

Role, Significance and Problems of Social Welfare. Personnel System for Social Administration at various Level's. Role of National Commission on Human Rights.

**Core Readings:-**

1. Charles A. Rapp and John Poertner-Social Administration: A Client –Centered Approach
2. Rao, V:-Social Welfare Administration
3. G.B. Sharma:-Social Administration in India
4. Goel S. L & R.K. Jain:-Social welfare Administration, Theory and Practice (Vol. I & II)
5. D. Paul Chowdhry:-Social Welfare Administration
6. D. R. Sachdeva:-Social Welfare Administration in India

**Journals:-**

1. Central Social Welfare Board :- Social Welfare (Both Hindi & English)
2. Indian Institute of Public Administration:-Indian Journal of Public Administration

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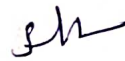
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**Course Outcomes:-**

1. To Acquaint the Knowledge about the Concept of Comparative Public Administration and Ecological Context.
2. To provide detailed information on various approaches related to comparative public administration and providing information about their usefulness.
3. Provide deep Knowledge about the Various Typology of Societies given by F.W. Riggs

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**M.A. (Previous) Public Administration**

**SEMESTER-II**

**Paper-I (Management Techniques)**

**Examination Scheme of each paper:**

<b>I 10 QUESTIONS (very short answer Questions)</b>	<b>10x1 Mark Each = 10 Marks</b>
<b>II 3 QUESTIONS (easy type one question each unit with internal choice)</b>	<b>3x20 Mark Each = 60 Marks</b>
<b>Total of End semester exam (duration of exam 3 hours)</b>	<b>= 70 Marks</b>
<b>Internal assessment</b>	<b>= 30 Marks</b>
<b>Maximum Marks</b>	<b>= 100 Marks</b>
<b>Minimum Marks</b>	<b>= 40 Marks</b>

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**CONTACT HOURS: 90.00**

**UNIT –I**

Administrative Structure- Chief Executive, Line and Staff, Authority & Responsibility, Centralization and Decentralization.

**UNIT II**

Administrative Behavior-Decision Making (Herbert Simon) Motivation (McGregor, Maslow and Herzbergs' Theory-Z (William Ouchi) Morale, Leadership & Communication

**UNIT III**

Administrative Techniques, Participative Management, Group Dynamics. Modern Aids to Management, Automation, cybernetics, PERT & CPM, Public Choice Theory, New Public Management, E-governance, New Public Service Theory (Robert Denhardt)

**Core Readings:-**

1. Piffiner and Presthus: Public Administration
2. Simon, Smithburg & Thompson: Public Administration
3. Felix A Nigro: Modern Public Administration
4. Tilet Kempner and Mils: Management Thinkers
5. Terry: Principles of Management
6. Newman and Simmer: Process of Management
7. Mcfarland: Management Principle and Practices
8. Hanika: New Thinking in Management
9. Awasthi And Maheshwari: Lok Prashashan
10. Mcgregor: The Human Side of Enterprise
11. लोक प्रशासन सिद्धान्त एवं व्यवहार: महादेव प्रसाद शर्मा

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12. लोक प्रशासन: प्रभुदत्त शर्मा
13. प्रशासनिक सिद्धान्त : अवस्थी एवं माहेशवरी
14. Mohit Bhattacharya, New Horizons of Public Administration, Jwahar Publishers, 2015
15. Fred Luthans :- Organizational Behavior
16. Robbins :- Organizational Behavior
17. P.C. Jain:- संगठनात्मक व्यवहार
18. M. J. Mathew :- Organizational Theory and Behavior
19. Rakesh Hooja and Ramesh K. Arora: Administrative Theories

**Subsidiary Readings :-**

1. Chester Barnard : The Function of the Executive
2. M.P. Follet: Dynamic Administration
3. March and simon: Organizations
4. Jhon M Gaus :-Reflections on Public Administration
5. Gullick and Urwick: Papers on the Science of Public Administration
6. Kartz and Miller: The Social Psychology of Organization
7. Argyris : Personality and Organization
8. William P. Sexton: Organisation Theories
9. Linkert : New Patterns of Management
10. Gerald Caiden: Dynamics of Public Administration
11. Hershwardhan Acharya: Public Administration
12. N. Henry, Public Administration and Public Affairs, Prentice Hall India, 2012

**Journals:**

1. Indian Journal of Public Administration, New Delhi
2. Public Administration Review, USA.
3. Public Administration, London
4. Administrative Change, Jaipur
5. लोक प्रशासन: भारतीय लोक प्रशासन संस्थान, नई दिल्ली

**Course Outcomes:-**

1. To provide detailed information about the position, powers and duties of the Chief Executive in Administration
2. To introduce students to decision making techniques
3. To make students understand the importance of motivation and morale in administration.
4. To Introduce Students to leadership and communication techniques in Administration



**M.A. (Previous) Public Administration**

**SEMESTER-II**

**Paper-II (Comparative Administrative Systems)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

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**CONTACT HOURS: 90.00**

**UNIT –I**

Salient Features of Administrative System of U.K, U.S.A, and France

**UNIT –II**

Salient features of Administrative System of Bangladesh, China and Nepal - Comparison with Indian System

**UNIT- III**

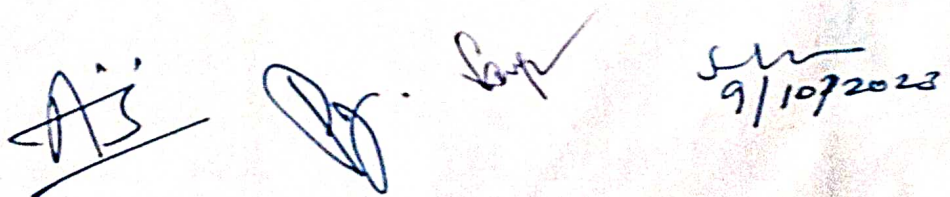
Administrative Institutions-British Treasury, State Department (USA) Independent Regulatory Commission in USA, Council D' Etat (France), Ombudsman in U.K, China, France, USA and Bangladesh.

**Core Readings:-**

1. Herman Finer: Government of Greater European Powers
2. T.N Chaturvedi: Tulnatmak Lok Prashashan
3. Surendra Kataria: तुलनात्मक लोक प्रशासन
4. R. K. Arora: Comparative Public Administration
5. U. S. Government : Organization Manual (Latest Edition)
6. Britain Year Book (HMSO): Latest Eddition
7. Hoshiar Singh: Local Government in India, Britaia, France, USA.
8. Sewa Singh Dahiya and Ravindra Singh, Comparative Public Administration
9. Gillian Peele: Governing the UK

**Course Outcomes:-**

1. To Provide knowledge about Salient features of Administrative Systems of UK, USA and France
2. To present a comparative study of the administrative systems of Bangladesh, China and Nepal with the administrative systems of India
3. To present a detailed study of the administrative institutions of different Countries such as British Treasury, Council D' Etat (France), Ombudsman in UK, USA. China and Bangladesh.

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**M.A. (Previous) Public Administration**  
**SEMESTER-II**  
**Paper-III (Human Resource Management in Government)**

**Examination Scheme of each paper:**

<b>I 10 QUESTIONS (very short answer Questions)</b>	<b>10x1 Mark Each = 10 Marks</b>
<b>II 3 QUESTIONS (easy type one question each unit with internal choice)</b>	<b>3x20 Mark Each = 60 Marks</b>
<b>Total of End semester exam (duration of exam 3 hours)</b>	<b>= 70 Marks</b>
<b>Internal assessment</b>	<b>= 30 Marks</b>
<b>Maximum Marks</b>	<b>= 100 Marks</b>
<b>Minimum Marks</b>	<b>= 40 Marks</b>

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**CONTACT HOURS: 90.00**

**UNIT –I**

HRM in Government in India—Classification, Recruitment, Training, Promotion, Machinery for Negotiation, Political Right's and Right's to Strike, Retirement benefits

**UNIT-II**

HRM in Government in UK & USA—Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotiation, Retirement benefits

**UNIT-III**

HRM in Government in France- Classification, Recruitment, Training, Promotion, Disciplinary Action, Machinery for Negotiation, Political Right's and Right's to Strike, Retirement benefits

**Core Readings:**

1. Finer: Theory and Practice of Modern Government (Chapters on Civil Service)
2. E.N. Gladen: British Civil Service-its Problem and Future.
3. V.M. Sinha: Personnel Administration
4. C.M. Jain: Sevavergiya Prashashan
5. S.K Kataria: Karmik Prashashan (Hindi)
6. O. Glenn Stahl: Public Personnel Administration
7. Jha, Public Personnel Administration, Pearson Education India., Delhi, 2012
8. National Institute of Public Administration in France: An Introduction to Public Administration
9. HMSO: Civil Services in Britain
10. V.S.P. Rao: Human Resource Management
11. E.A. Rama Swamy: Manageing Human Resources

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12. David E. Kalinger: Public Personnel Management
13. S.L. Goyal : Public Personnel Administration
14. K. Aswathappa : Human Resource Management
15. C.L. Chaturvedi : Manav Sansadhan Parbandh
16. K.R. Bang: Karmachari Varg Prashashan

**Subsidiary Readings:**

1. Shriram Maheshwari: Higher Civil Service in France
2. Geoffrey K. Fry: The Changing Civil Service
3. U.S. Government Manual
4. Government of India: Central Pay Commission Reports
5. Gavin Drewy And Tony butcher: The Civil Service Today

**Course Outcomes:-**

1. To provide information on methods of recruitment, training and promotion under human resource management in India
2. To provide information on methods of recruitment, training and promotion under human resource management in UK, USA and France

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**M.A. (Previous) Public Administration**  
**SEMESTER-II**  
**Paper-IV (Social Welfare Administration in India)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each	= 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each	= 60 Marks
Total of End semester exam (duration of exam 3 hours)		= 70 Marks
Internal assessment		= 30 Marks
Maximum Marks		= 100 Marks
Minimum Marks		= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT -I**

Organization of Social Welfare Administration at the Central Level, Ministry of Social Justice and Empowerment It's Composition and Working. Central Social Welfare Board: its Composition and Working. Role of National Commission for Women, National Commission for Scheduled Castes and Scheduled Tribes.

**UNIT-II**

Social Welfare Administration at the State Level: Composition and functions of Department of Social Justice & Empowerment and State Social Welfare Advisory Board: It's Composition, Working and Role.

**UNIT-III**

Structure and Working of Social Welfare Administration at the District Level.

Role of Voluntary Agencies and Non-Governmental Organizations in India. A Case for the Creation of a Special cadre of Social Administration. Problems and Challenges of Social Welfare Administration in India. Role, Significance and Problems of Social Welfare. Personnel System for Social Administration at various Level's. Role of National Commission on Human Rights.

**Core Readings:-**

- 1 Charles A. Rapp and John Poertner-Social Administration: A Client -Centered Approach
- 2 Rao, V:-Social Welfare Administration
- 3 G.B. Sharma:-Social Administration in India
- 4 Goel S.L & R.K. Jain:-Social Welfare Administration, Theory and Practice (Vol. I & II)
- 5 D. Paul Choudhary:-Social Welfare Administration
- 6 D.R. Sachdeva:-Social Welfare Administration In India

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**Journals:-**

1. Central Social Welfare Board :-Social Welfare (Both Hindi & English)
2. Indian Institute of Public Administration:-Indian Journal of Public Administration
3. Tata Institute of Social Science:-Indian Journal of Social Work

**Course Outcomes:**

1. To provide detailed information about the organization and Working of Social Administration at the Center and the State Level in India
2. To Provide Knowledge about the Role of National Commission of Women and National Commission for Scheduled castes and Scheduled tribes
3. Comprehend about the organization and working of Department of Social Justice & Empowerment, Rajasthan State Social Welfare Advisory Board
4. Providing information about the role of Voluntary Agencies and Non Governmental Organization in India

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**M.A. (Final) Public Administration**  
**SEMESTER-III**  
**Paper-I (Public Administration in India)**

**Examination Scheme of each paper:**

<b>I 10 QUESTIONS (very short answer Questions)</b>	<b>10x1 Mark Each = 10 Marks</b>
<b>II 3 QUESTIONS (easy type one question each unit with internal choice)</b>	<b>3x20 Mark Each = 60 Marks</b>
<b>Total of End semester exam (duration of exam 3 hours)</b>	<b>= 70 Marks</b>
<b>Internal assessment</b>	<b>= 30 Marks</b>
<b>Maximum Marks</b>	<b>= 100 Marks</b>
<b>Minimum Marks</b>	<b>= 40 Marks</b>

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Historical Background of Indian Administration with Special Reference to Influence of British Period. Salient Features of Indian Administration Since Independence. The Union Executive- President, Vice President, Prime Minister, Cabinet and Council of Ministers.

**UNIT –II**

Organization, Working and Functions of the Central Secretariat and the Cabinet Secretariat. Organization, Working and Functions of Ministry of Home Affairs and Ministry of Personnel, Pension and Public Grievances.

**UNIT –III**

The Major forms of Public Sector Enterprises-Department, Corporation and Company. Impact of LPG (Liberalization, Privatization, and Globalization) on Public Sector Undertaking. Problems and Challenges to Public Sectors focusing on Autonomy, Accountability, Efficiency, Financial Aspect, Political Interference and Decision Making.

**Core Readings:**

1. Ashok Chanda: Indian Administration
2. K.V. Rao: Parliamentary Democracy in India
3. M.V. Paylee: Constitutional Government in India
4. S.S. Khera: District Administration in India
5. C.P. Bhambhri: Bureaucracy and Politics in India
6. Avasthi & Avasthi: Public Administration in India
7. Ramesh Arora and Rajni Goyal : Indian Public Administration
8. P.D. Sharma & B.M. Sharma: Indian Administration



- S. M. H. (10/10/17)
9. S.K. Kataria : भारतीय प्रशासन
  10. S.K. Mahajan, Financial Administration in India, PHI Learning Pvt. Ltd., Delhi, 2012
  11. D.V.V. Ramanandan: Control over Public Enterprises in India
  12. R.B. Jain: Public Administration in India, PHI learning Pvt. Ltd, Delhi, 2012
  13. K.K. Puri: Indian Administration
  14. M.P. Sharma and B.L. Sharma: Public Administration in Theory and Practice.
  15. Rawat: Administration of Public Sector Enterprises.

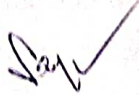
**Subsidiary Readings:-**

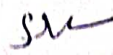
1. D.D. Basu: Commentaries on The Constitution of India
2. D.K. Sen: Comparative Study of Indian constitution
3. H.C. Sharma: Bharat Mein Lok Prashashan
4. S.R. Maheswari State Government in India
5. Govt. of India: Ministry of Home Affairs, Annual Report (Latest)
6. Govt. of India: Ministry of Personnel, Pension and Public Grievances, Annual Report (Latest)

**Course Outcomes:-**

1. To provide information about Evolution and Development of Indian Administration.
2. To introduce the features of present Indian administration.
3. To Explore the role and functions of President and Prime Minister of India
4. To develop an understanding of the composition and functioning of the Ministry of home Affairs and Ministry of Personnel, Pension and Public Grievances
5. To provide a comparative study of major types of Public Enterprises.







**M.A. (Final) Public Administration**  
**SEMESTER-III**  
**Paper-II (Economic Policy and Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Meaning and Scope of Economic Policy, Salient Features of Developing Economics. The Role of Government in Economic Development. Nature and Reasons of Growing Importance of Economic Planning Under Developed Regions of the World With Particular Reference to India. Organization, Functions and Role of World trade organization (WTO)

**UNIT –II**

The Growth of the Planning Idea. Machinery for Planning – NITI Aayog, process of Plan Formulation And Implementation. Organization, Functions and Working of Finance Commission.

**UNIT –III**

A Brief Survey of India's Five Year Plans. Account of Their Achievements and Failures. Brief Analysis of Industrial Policy Resolution and New Economic Policy Resolution. Concept of Globalization and its Impact on Indian Economy.

**Core Readings:-**

1. A.H. Hanson: The Process of Planning
2. T.K. Jain Avam Sunil Saxena : Lok Udhog
3. S.K. Kataria: Economic Policy and Administration
4. B.C. Mathur: Economic Policy and Administration
5. Indian Economy, Rudder Dutt
6. Indian Economy, J.R. Gupta
7. Indian Economy Since Independence, UmaKapila
8. Liberalization and Globalization of Indian Economy, K.R. Gupta





**M.A. (Final) Public Administration**  
**SEMESTER-III**  
**Paper - III (Development Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Development Administration:- Meaning, Nature, Scope, and Significance. Development Administration and Non-Development/General Administration. Development Administration and Traditional Development Administration Dichotomy. Ecology of Development Administration. Political, Economic, Social and Cultural.

**UNIT –II**

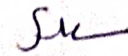
Impact of Administrative System on Political, Economic, Social, Cultural and Technological Change. Examples to be given from India, China and Nepal.

**UNIT –III**

Features of the Administrative Systems in China, Nepal and Philippines in the Context of Development Administration.

**Core Readings:-**

1. Faisal Al-Salem: the Ecology of Development Administration
2. Fred W. Riggs (Ed): Frontiers of Development Administration
3. Edward Weidner (Ed): Development Administration
4. Irving Swerdlow (Ed): Public Administration and Technical Assistance
5. Joseph La Palombara (Ed): Bureaucracy and Political Development
6. Williams Siffin: Thai bureaucracy
7. Rahaeli: Reading in Comparative Public Administration
8. R.S. Chauhan: The Political Development of Nepal



9. John D. Montgomery & William J. Siffin: Approach to Development Politics, Administration and Change
10. R.K. Sapru, Development Administration, Sterling Publishers, February 2012
11. S.A. Palekar, Development Administration, PHI Learning Pvt. Ltd., Delhi, 2012
12. प्रीता जेरोमी: विकास प्रशासन

#### Journals

1. Indian Journal of Human Development, Delhi
2. Indian Journal of Economic and Development
3. Asian Journal of Development Matters

#### Course Outcomes:-

1. To introduce The Students to the concept of development administration.
2. Explaining the differences between development administration and traditional administration.
3. Detailed information about the effects of administrative system on political, social, cultural and technological changes is available and provides comparative information about China, Nepal and Philippines

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**M.A. (Final) Public Administration**  
**SEMESTER-III**  
**Paper-IV (Research Methodology)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Research Methodology: Concept and Importance, Its Role and Relationship with Research Method. Research Methods. Task and Role of Research Methodology in Social Sciences with Special Emphasis on Public Administration.

**UNIT –II**

Scientific Method-Concept and Principles. Formulation and Testing of Hypothesis. Report Writing.

**UNIT –III**

Relationship of Concept, Law, Hypothesis and Theory. Nature of Scientific Social Study. Research Design: Concept, Types and Importance. Theory Building: Basic Elements of Theory and Process.

**Core Readings:-**

1. F.A. Kerlinger: The Foundation of Behavioral Research
2. Pauline V. Young: Scient. Social Survey and Res. (4<sup>th</sup> Ed)
3. Croxton and Cowden: Applied General Statics
4. Simpson and kafka: Basic Statistics
5. Hubert Ballock Jr: Social Statistics
6. John H. Mueller and Har P. Schuseesler: Statistical Reasoning In Sociology
7. Wallis and Reberts: Statistics –A New Approach
8. Trivedi and Shukla: Research Methodology
9. Mosers : Survey Methods in Social Research Strategy and Tactics
10. Roger Gomm: Key Concepts in Social Research Methods. Palgrave Macmillan, 2009.

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11. Rajiv Bhargav: Individualism in Social Science-Forms and Limits of a Methodology
12. James Stevens: Applied Multivariate Statistics for the Social Sciences
13. Lynn Mc Donald: The Early Origins of the Social Science
14. Ram Ahuja : Social research

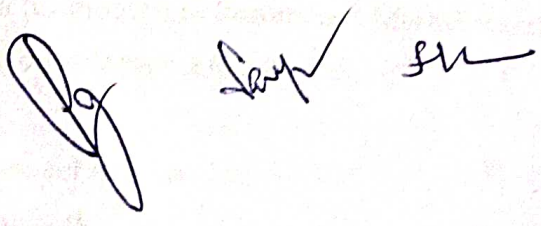
**Reference Books:-**

1. Weinberg and Schumaker: Statistics –an Inductive Approach
2. Anderson and Zeldith : A Basic Course in Statistics
3. Dennis J. Palumbo: Statistics in Political and Behavioral Science
4. R.S. Atthriya: Ten Case Studies in research and Development
5. Russell L Ack off : The Design of Social Research
6. Bridget Somekh & Cathy Lewin : Research Methods in Social Sciences
7. Joseph A. Maxwell: Qualitative Research
8. W. Lawrence Neuman: Understanding Research
9. Susan A. Nolan :Statistics for Behavioural Science
10. Abraham Kaplan :The Conduct of Inquiry

**Course Outcomes:-**

1. Clarifying the Concept and Importance of Research Methodology, explain the role of Research Methodology in Social Science
2. The Students will develop skills in qualitative and quantitative data analysis and presentation.
3. Students will be able to demonstrate the ability to choose methods appropriate to research objectives and help them to select an appropriate Research Design.

13





**M.A. (Final) Public Administration**  
**SEMESTER-III**  
**Paper-V (Indian Constitution)**

**Examination Scheme of each paper:**

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CONTACT HOURS: 90.00**

**UNIT –I**

Development of Indian Constitution Since 1858 with Special Reference to the Government of India Act 1919 and 1935 (Salient Features). Formulation and Enactment of Indian Constitution, 1951 (focusing on working of Constituent Assembly)

**UNIT –II**

Citizen and the State-Fundamental Rights, Directive Principles of State policy, Fundamental Duties. President of India-position, Election process, Powers and Relationship with the Prime Minister and the Council of Ministers. Prime Minister of India: Powers, Role and Relationship with President and Council of Ministers.

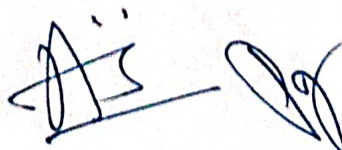
**UNIT-III**

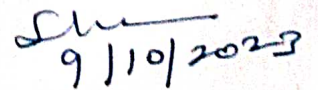
Parliament – Lok Sabha and Rajya Sabha (Composition, Powers and Mutual Relationship).Judicial System in India-Supreme Court and High Courts (organization and power's)

**Core Readings:-**

1. M.V. Paylee: Constitutional Government in India
2. John Morrison: Indian Parliament at work
3. N.D. Palmer: Indian Political system
4. A.R. Desai: Social background of national Movement in India
5. G.N. Singh: Landmarks in constitutional Development in India
6. K.V. Rao: Parliamentary Democracy in India
7. S.P. Ray: Bhartiya Samvidhan
8. D.D. Basu: An Introduction to the Constitution of India
9. Ramesh. K. Arora and Rajani Goyal: Indian Public Administration-Institutions and Issues





  
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10. Subhash C. Kashyap: Indian Constitution- Conflicts and Controversies
11. Madhav Khosla: The Indian Constitution
12. Justice H.R. Khanna: Meaning of India's Constitution

**Subsidiary Readings:-**

1. D.K. Sen: A Comparative Study of Indian Constitution
2. N.A. Paranjape : Indian Legal and Constitutional history
3. M.V. Paylee : Constitutional Amendments in India
4. D.N. Gauntam : Fifty Years of Indian Constitution
5. Sheelwant Singh and V.K. Singh: भारतीय संविधान (Constitution of India)
6. D.N. Banerjee: Some Aspects of Indian Constitution

**Reference Books:-**

1. D.K. Sen: A Comparative Study of Indian Constitution
2. N.A. Paranjape : Indian Legal and Constitutional history
3. M.V. Paylee : Constitutional Amendments in India
4. D.N. Gauntam : Fifty Years of Indian Constitution
5. Sheelwant Singh and V.K. Singh: भारतीय संविधान (Constitution of India)
6. D.N. Banerjee: Some Aspects of Indian Constitution

**Course Outcomes:-**

1. The student will be able to Describe historical background of the constitution making and its importance for building a democratic India.
2. Explain the value of the fundamental rights and duties for becoming good citizen of India.
3. To Provide detailed Information about Composition and Powers and Mutual relationship of Lok Sabha and Rajya sabha

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**M.A (Final) Public Administration**  
**SEMESTER-III**  
**Paper-VI (Urban Local Administration)**

**Examination Scheme of each paper:**

<b>I 10 QUESTIONS (very short answer Questions)</b>	<b>10x1 Mark Each = 10 Marks</b>
<b>II 3 QUESTIONS (easy type one question each unit with internal choice)</b>	<b>3x20 Mark Each = 60 Marks</b>
<b>Total of End semester exam (duration of exam 3 hours)</b>	<b>= 70 Marks</b>
<b>Internal assessment</b>	<b>= 30 Marks</b>
<b>Maximum Marks</b>	<b>= 100 Marks</b>
<b>Minimum Marks</b>	<b>= 40 Marks</b>

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**CONTACT HOURS: 90.00**

**UNIT -I**

Meaning, Nature, Role, Scope and Significance of Local Self Government, Evolution of Urban Local Government. Process of Urbanization, Urban Growth and Metropolitanisation, Consequences of these on Urban Environment, Urban Services and Infrastructure.

**UNIT -II**

Management of Environment by Urban Local Bodies. Structure and Pattern of Urban Local Government in UK, USA and France

**UNIT -III**

Municipal Administration in India: The 74<sup>th</sup> Constitutional Amendment Act (1992), Patterns of Urban Local Bodies viz :-Municipal Corporations, Municipal Councils and Nagar Panchayats and other Unit of Urban Administration- Composition, Structure, functions

**Core Readings:-**

1. R.L. Khanna: Municipal Government and Administration
2. R. Argal: Municipal Government in India
3. Blaif: Local Self Government in America
4. Chapman: An Introduction to French Local Government
5. Pradeep Sachdeva: Local Government in India
6. C.P. Barthwal: Local Government, Bharat Publications, Lucknow, 2002
7. S.R. Maheshwari: Local Government in India, Laxmi Narain Agrawal, Agra, 2011





8. Pranab Bardhan and Dilip Mookherjee (Ed): Decentralization and Local Governance in Developing Countries
9. Neerja Gopal Jayal, Amit Prakash and Pradeep K. Sharma: Local Governance in India – decentralization and Beyond
10. Jain L.C (Ed): Decentralization and Local Governance
11. Hoshiar Singh: Local Government in India, Britain, France and USA
12. Surat Singh: Decentralization Governance in India-Myth and Reality
13. Pardeep Sachdeva: Urban Local Government and Administration in India
14. Ram Narayan Prasad: Urban Local Self Government in India
15. अशोक शर्मा : भारत में स्थानीय प्रशासन
16. प्रदीप सचदेवा : भारत में स्थानीय सरकार
17. रविन्द्र शर्मा : भारत में स्थानीय प्रशासन

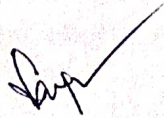
**Journals:-**

Nagarlok, Indian Institute of Public Administration, Delhi

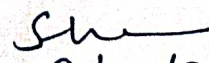
Journal of All India Institute of Local Self Government, Mumbai

**Course Outcomes:-**

1. To develop knowledge and understanding about the Local Self Government and its Evolution in Indian Perspective
2. To Provide detailed Information of Various Pattern of Urban Local bodies in UK,USA and France
3. To provide detailed information about the various types of urban local administration, their structure and functions in India in the light of the 74th Constitutional Amendment Act.





  
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**M.A. (Final) Public Administration**  
**SEMESTER-III**  
**Paper-VII (Rural Local Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)

10x1 Mark Each = 10 Marks

II 3 QUESTIONS (easy type one question each unit with internal choice)

3x20 Mark Each = 60 Marks

Total of End semester exam (duration of exam 3 hours)

= 70 Marks

Internal assessment

= 30 Marks

Maximum Marks

= 100 Marks

Minimum Marks

= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT – I**

Meaning, Nature and Significance of Local Self Government. History of Rural Local Government in India. Concept of Panchayati Raj. Concept of Community Development: History, Objectives, Various Committees/Commissions on Panchayati Raj/Rural Government - Balwant Rai Mehta, Ashok Mehta, L.M. Singhvi, etc. 73<sup>rd</sup> Constitutional Amendment in India. Role of NGOs in Rural Development

**UNIT –II**

Panchayati Raj in India (with Special Reference to Rajasthan) Organisation, Structure, Powers and Functions and the Executive System of Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha and Their Institutional Relationship. The Position, Powers and Functions of Zila Pramukh, Pradhan and Sarpanch.

**UNIT –III**

Panchayati Raj as Agencies of Planning and Development, Role and Functions of State Finance Commission. The Position, powers, Functions and Relevances of District Development Officer, Block Development Officer and Village Level Worker.

**Core Readings:-**

1. Iqbal Narayan and P.C. Mathur : Panchayati raj-Old Controls and New Challenges
2. M.A. Mutallib and M.A. Khan: Theory of Local Government
3. Ashok Mehta Committee Report, 1978
4. Balwant Rai Mehta Committee Report, 1957
5. Sadiq Ali Committee Report, 1964
6. D.D. Basu: introduction to the Constitution of India

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7. Seema Sharma: Rural Local Administration

8. अशोक शर्मा : भारत में स्थानीय प्रशासन

### Reference Books

1. Herald F. Alderfer: Local Government in Developing Countries
2. Redfield : The Litter Community
3. S.C. Dube: India's Changing Village
4. Maddick : Development, Decentralization and Democracy
5. Pai Panandikar: Personnel System in Development Administration
6. Kuldeep Mathur : Bureaucratic Response to Development
7. M.S. Sapkal : The Village Level Worker

### Journals

1. Rural Development Journal of National Institute of Rural Development, Hyderabad
2. Newsletter of Ministry of Rural Development
3. L.M. Singhvi Report on Panchayati Raj, 1985.

### Course Outcomes:-

1. To explain the concept of rural local administration in India along with its historical background and to provide an introduction to the various committees and commissions constituted on Panchayati raj.
2. To Provide deep Knowledge about various types of Panchayati Raj Institutions and The Role of NGO's in Rural Local Development
3. To Explain the Role of Panchayati Raj Agencies in Planning and Development

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**M.A. (Final) Public Administration**  
**SEMESTER-III**  
**Paper-VIII (Public Policy and Administration)**

**Examination Scheme of each paper:**

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT-I**

Public Policy:- Concept, Meaning, Nature and Scope of Public Policy. Public Policy –Types and Significance. Relationship of Public Policy with Planning and Decision Making

**UNIT –II**

Models of Policy Analysis:-Institutional Model, Process Model, Rational Model, Mixed-Scanning Model, Incremental Model, Group Model, Elite Model, Public Choice Model and Game Theory.

**UNIT –III**

Role of Legislature and Executive in Policy making and Interaction between them. Policy Making and Bureaucracy. Role of Judiciary in Formulation/Implementation of Effective Policy.

**Core Readings:-**

1. Charles O. Janes: An Introduction to the Study of Public Administration Policy, Books Cale Pub. Co. Monterey Califaronia
2. Thomas R.Dye: Understanding Public Policy, Prentice Hall, London, 1979
3. James F. Anderson: Public Policy Making : New York, Preaget, 1979
4. Pradeep Sahni: Public Policy conceptual Dimension, Allahabad, Kitab Mahal, 1987
5. Fred M. Froheck: Public Policy, Scope & Logic, Prentice Hall. London, 1979
6. E. Jacole Charles: Policy and bureaucracy, D. Van Nostranad Co.1970
7. R.K. Sapru, Public Policy: Art and Craft of Policy Analysis, PHI Learning Pvt. Ltd., Delhi, 2011
8. R.K. Sapru, Public Policy, Sterling Publisher, Delhi, 2004

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9. M. C. Gupta, Ramesh Kumar Tiwari, Public Policy in India: Some Emerging Concerns, Indian Institute of Public Administration, 2002
10. Oxford Handbook of Public Policy, Edited by Robert E. Goodin, Michael Moran, and Martin Rein
11. Routledge Handbook of Public Policy, Eduardo Araral, Scott Fritzen, Michael Howlett, M. Ramesh, Xun Wu, USA, 2012
12. William Fox, Sayeed Bayat, Naas Ferreira, A Guide to Managing Public Policy. Juta and Company Ltd, South Africa, 2007
13. Public Policy and Systems, Pearson Education India

**Course Outcomes:-**

1. To Provide Information about Public Policy and Explain the Role of Public Policy in Planning and Decision Making Process
2. To provide detailed information about various Models of Policy Analysis
3. To Explore The Comparative Study about the Role of Legislative, Executive and Judiciary in Policy Formulation or Implementation





**M.A. (Final) Public Administration**

**SEMESTER-III**

**Paper-IX (State Administration in India) with Special Reference to Rajasthan**

**Examination Scheme of each paper:**

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Constitutional Structure of State Government (Position of States in Indian Constitution) - Governor, Chief Minister and Council of Ministers. Organization of State Secretariat and its working, Cabinet Secretariat, Role of Chief Secretary.

**UNIT –II**

General Administration of Government of Rajasthan, Organization and Function of Department of Home, Finance. Office of Divisional Commissioner –Powers and Functions.

**UNIT –III**

Directorates and their position in State Administration, Secretariat and Directorate Relationship, Organization and Role of Directorates of College Education. Centre-State Relations Legislative, Financial and Administrative.

**Core Readings:-**

1. Mohan Mukerji (Ed): Administrative innovation in India
2. Meena Sogani : The Chief Secretary in India
3. R.M. Khandelwal : State Level Plan Administration in India
4. Satish K. Batra: legislative Control over Public Enterprises.
5. Ziauddin Khan & Others: Public Enterprises in India: A Study of the State Level Undertaking.
6. Ziauddin Khan, V.M. Sinha and K.D. Trivedi : State Administration in Rajasthan
7. Ravindra Sharma: राज्य प्रशासन
8. R.K. Arora & Meena Sogani: State Administration in Rajasthan.

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- 9. Annual Reports of the Various Concerning Organizations of the government of Rajasthan
- 10. Myron Wiener: State Politics in India

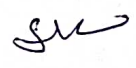
**Course Outcomes:-**

- 1. To Provide Information about the Constitutional Structure of State Government in India
- 2. Student will be able to get information and understanding about the role of chief minister and Governor and their relationship.
- 3. To Acquaint the Knowledge about the organization and working of Cabinet Secretariat and various Departments in Rajasthan State
- 4. To Impart detail information about Central and State relationship in various matters

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**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-I (Public Administration in India)**

**Examination Scheme of each paper:**

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT – I**

Financial Administration – Role of Ministry of Finance, Budget Formulation, Enactment and Execution. Control over Public Expenditure –Public Accounts Committee, Estimate Committee, Committee on Public Undertakings,

**UNIT – II**

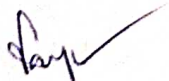
Comptroller and Auditor General of India, Controller General of Accounts. Control over Administration-Parliamentary, Executive and Judicial, Redressal of Citizens Grievances – Lokpal & Lokayukta.


**UNIT – III**


Administrative Reforms after Independence in India with Special Reference to 1<sup>st</sup> And 2<sup>nd</sup> Administrative Reforms Commission. National Human Right's Commission, Right to Information, Important Issues In Indian Administration-Good Governance And Disaster Management. Emerging Issues and Challenges to Indian Administration in 21<sup>st</sup> Century.

**Core Readings:**

1. Ashok Chanda: Indian Administration
2. M.V. Paylee : Constitutional Government in India
3. Avasthi & Avasthi: Public Administration in India
4. Ramesh Arora and Rajni Goyal : Indian Public Administration
5. P.D. Sharma & B.M. Sharma: Indian Administration
6. S.K. Kataria: Bhartiya Prashashan
7. S.K. Mahajan, Financial Administration in India, PHI Learning Pvt. Ltd., Delhi, 2012
8. C.L. Khandelwal: Public Budgeting System.



  
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### **Subsidiary Readings:-**

1. D.D. Basu: Commentaries on the Constitution of India
2. D.K. Sen: Comparative Study of Indian constitution
3. H.C. Sharma: Bhart Mein Lok Prashashan
4. Govt. of India, Ministry of Finance, Annual Report (Latest)
5. Govt. of India Comptroller and Auditor General, Annual Report (Latest)
6. Govt. of India Controller General of Accounts, Annual Report (Latest)

### **Course Outcomes:-**

1. To introduce the role of Finance Ministry in budget making.
2. To provide information about the ways in which various committees of Parliament exercise control over financial administration.
3. To provide knowledge and understanding of the role of the Comptroller and Auditor General in financial administration
4. To present a comparative study of the reports of the first and second Administrative Reforms Commission.
5. To Provide Knowledge of Emerging Issues and Challenges to Indian Administration in 21<sup>st</sup> Century.

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**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-II (Economic Policy And Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Planning in Rajasthan with Special Reference to Planning Machinery and Planning Process at Micro & Macro Level. Planning Process in the Context of Democratic Decentralization. Impact of Planning on the Eco-Development in Rajasthan Administration. Problems Related to Implementation of Plan.

**UNIT –II**

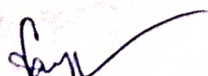
Major forms of Organization of Public Enterprises:-Departments Statutory Corporation And Joint Stock Companies Public Sector Corporation. Nature, Computation, Composition and Problems of Governing Boards. Administrative Problems Related to Recruitment, Training & Industrial Relations in Public Enterprises.

**UNIT –III**

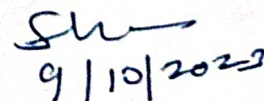
Administrative Problems Related to Resources Mobilization Disinvestment And Privatization, Parliamentary and Ministerial Control Over Public Enterprises, Role Of Comptroller And Auditor General in Financial Control of Public Enterprises. Performance of Public Enterprises in India and Their Impact on Economic Development in India

**Core readings:-**

1. A.H. Hanson: The Process of Planning
2. T.K. Jain Avam Sunil Saxena : Lok Udhog
3. S.K. Kataria: Economic Policy and Administration
4. B.C. Mathur: Economic Policy and Administration





  
9/10/2022

Sem IV in Page-II  
Notes - II  
(Economic Policy and  
Admin)

5. Indian Economy: Rudder Dutt
6. Indian Economy: J.R. Gupta
7. Indian Economy Since Independence: Uma Kapila
8. Liberlization and Globlization of Indian Economy: K.R. Gupta
9. Economic Development: Jhon Kenneth Gailbraith
10. Economic Development: E. Wayne Nafziger
11. Pradeep Saxena : Comparatice Public Policy

#### **Subsidiary Readings:- :**

1. P.E.D: Economic Planning in France
2. T. Ramaswami: Public Enterprises In India

#### **Journals**

1. Indian Journal of Economic Development
2. Journal of Society of Economic and Development
3. Journal of Social and Economic Policy

#### **Course Outcome:-**

1. To Provide Knowledge about the Planning System and Planning Machinery in Rajasthan
2. To provide a comparative study of major types of public enterprises
3. To Explain the role of the Comptroller and Auditor General in financial matters.



**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-III (Development Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Role of Bureaucracy in Economic Development and Social Change. Role of Self help Groups & Role of International funding Agencies in Development (UNDP, Asian Development Bank & World Bank).

**UNIT –II**

Sustainable Development, Environment and Development, Administration of Development: Plans, Programmes and Projects.

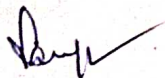
**UNIT –III**

Citizens and development Administration:

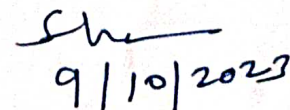
Responsiveness and Participation, Role of NGOs and Private Sectors in Development, Human Development Index and Capacity Building for Development

**Core Readings:-**

1. Faisal Al-Salem: Ecology of Development Administration
2. Fred W. Riggs (Ed): Frontiers of Development Administration
3. Edward Weidner (Ed): Development Administration
4. Irving Swerdlow (Ed): Public Administration and Technical Assistance
5. Joseph La Palombara (Ed): Bureaucracy and Political Development
6. Williams Siffin : Thai bureaucracy
7. Rahaeli : Reading in comparative Public Administration
8. R.S. Chauhan: The Political Development of Nepal
9. John D. Montgomery & William J. Siffin: Approach to Development Politics, Administration and Change





  
9/10/2023

10. R.K. Saprú, Development Administration, Sterling Publishers, February 2012
11. S.A. Palekar, Development Administration, PHI Learning Pvt. Ltd., Delhi, 2012

**Journals:-**

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Indian Journal of Human Development, Delhi
4. Indian Journal of Economic and Development
5. Asian Journal of Development Matters

**Course Outcomes:-**

1. To Provide Knowledge about the Role of Bureaucracy in Economic Development
2. Providing information about the Role of Various International funding Agencies in Development
3. To input the deeply knowledge of Sustainable Development and Role of NGO's and Private Sector in Development
4. To acquaint the knowledge of Development Index and Capacity Building for Development.

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**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-IV (Research Methodology)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)

10x1 Mark Each = 10 Marks

II 3 QUESTIONS (easy type one question each unit with internal choice) 3x20 Mark Each = 60 Marks

Total of End semester exam (duration of exam 3 hours) = 70 Marks

Internal assessment = 30 Marks

Maximum Marks = 100 Marks

Minimum Marks = 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Techniques of Data Collection: Questionnaires, Schedules, Interviewing, Case Study.

Data Processing, Classification, Codification, Tabulation Presentation. Content Analysis.

**UNIT –II**

Nature and Definition of Statistics, Meaning of the Statistical Units, Variables, Frequency distribution.

Problems of Measurement in Social Research.

**UNIT –III**

Measures of Central Tendency: Mean, Median and Mode. Standard Deviation. Measurement: Concept.

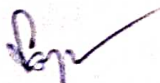
Levels and Scale.

**Core readings:-**

1. F.A. Kerlinger: The Foundation of Behavioural Research
2. Pauline V. Young: Scient. Social Survey and Res.(4<sup>th</sup> Ed)
3. Croxton and cowden : Applied General Statics
4. Simpson and kafka: Basic Statistics
5. Hubert Ballock Jr: Social Statistics
6. John H. Mueller and Har P. Schuseesler: Statistical Reasoning In Sociology
7. Wallis and Reberts: Statistics –A New Approach
8. Trivedi and Shukla: Research Methodology
9. Mosers : Survey Methods in Social Research Strategy and Tactics
10. Roger Gomm. Key Concepts in Social Research Methods. Palgrave Macmillan, 2009.

**Reference Books :-**

1. Weinberg and Schumaker: Statistics –an Inductive Approach
2. Anderson and Zeldith : A Basic Course in Statistics





  
9/10/2022

3. Dennis J. Palumbo: Statistics in Political and Behavioral Science
4. R.S. Atthriya: Ten Case Studies in research and Development
5. Ack off: Design of Social Research
6. Ram Ahuja: Social Research
7. Abraham Kaplan : The Conduct of Inquiry

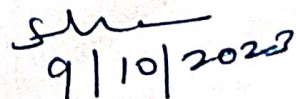
**Course Outcomes:-**

1. The Students will develop skills in qualitative and quantitative data analysis and presentation.
2. Students will be able to demonstrate the ability to choose methods appropriate to research objective also enable Students to collect the data, edit it properly and Analyses it accordingly. Thus, it will facilitate students' prosperity in higher education.







  
9/10/2023



**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-V (Indian Constitution)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)

10x1 Mark Each = 10 Marks

II 3 QUESTIONS (easy type one question each unit with internal choice)

3x20 Mark Each = 60 Marks

Total of End semester exam (duration of exam 3 hours)

= 70 Marks

Internal assessment

= 30 Marks

Maximum Marks

= 100 Marks

Minimum Marks

= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Union State Relations:-Legislative, Financial and Administrative.

Civil Services under the Indian Constitution.

**UNIT –II**

State Executive:- Governor-Position, Power's and Relationship with the President, Chief Minister and the Council of Ministers.

State Legislature:- Legislative Assembly and Legislative Council, Composition, Powers and Functions.

**UNIT –III**

Emergency Provisions:-External Emergency, Internal Emergency and Financial Emergency. Amendment Procedure of the Constitution. Article 370, Issues and Challenges to Indian Constitution.

**Core Readings:-**

1. M.V. Paylee: Constitutional Government in India
2. John Morrison: Indian Parliament at work
3. N.D. Palmer: Indian Political system
4. A.R. Desai: Social background of national Movement in India
5. G.N. Singh : Landmarks in constitutional Development in India
6. K.V. Rao: Parliamentary Democracy in India
7. S.P. Ray: भारतीय संविधान
8. D.D. Basu: An Introduction to the Study of Constitution of India

**Reference Books:-**

1. D.K. Sen: A Comparative Study of Indian Constitution
2. N.A. Paranjape : Indian Legal and Constitutional history

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3. M.V. Paylee : Constitutional Amendments in India
4. D.N Gauttam : Fifty Years of Indian Constitution
5. Sheelwant Singh and V.K. Singh: भारतीय संविधान (Constitution of India)
6. D.N. Banerjee: Some Aspects of Indian Constitution

**Course Outcomes:-**

1. Students will be able to Analyse the decentralization of powers between central and state
2. To provide knowledge about Legislative, Financial and Administrative Relationships between Central and State Government
3. Explaining in detail the emergency provisions mentioned in the Constitution
4. To Explore Major challenges and issues facing the Indian Constitution

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**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-VI (Urban Local Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)

10x1 Mark Each = 10 Marks

II 3 QUESTIONS (easy type one question each unit with internal choice)

3x20 Mark Each = 60 Marks

Total of End semester exam (duration of exam 3 hours)

= 70 Marks

Internal assessment

= 30 Marks

Maximum Marks

= 100 Marks

Minimum Marks

= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Decentralization of Municipal Administration in Large Cities. The Committee System their Need Utility and Effectiveness, Municipal Personnel System – Recruitment and Training, Municipal Finances:-Revenue structure, Inter Government fiscal Relations, State Finance Commission and its Role in Enhancing Municipal Fiscal Capability.

**UNIT –II**

Municipal Corporations of Calcutta, Delhi and Jaipur. Urban Development Authority, Urban Improvement Trusts.

Relation Between Urban Local Bodies and State Administration.

Relation between Urban Local Bodies and State Administration. Executive Systems with Special Reference to Relations between Elected and Appointed Functionaries

**UNIT –III**


Contemporary Challenges and Major Problems of Urban Administration, State Control over Urban Local Bodies, Reforms in Urban Local Administration. Recent Challenges and Major Problems of Urban Administration

**Core Readings:-**

1. R.L. Khanna: Municipal Government and Administration
2. R. Argal: Municipal Government in India
3. Blair : Local Self Government in America
4. Chapman: An Introduction to French Local Government
5. Pradeep Sachdeva, Local Government in India, PHI Learning Pvt. Ltd., Delhi, 2011
6. C.P. Barthwal, Local Government, Bharat Publications, Lucknow, 2002

  
9/10/2022

7. S.R. Maheshwari, Local Government in India, Laxmi Narain Agrawal, Agra, 2011
8. Pankaj Singh : Local Government, PHI Learning, Delhi
9. अशोक शर्मा : भारत में स्थानीय प्रशासन
10. प्रदीप सचदेवा: भारत में स्थानीय सरकार
11. रविन्द्र शर्मा: भारत में स्थानीय प्रशासन

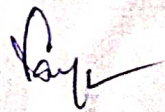
**Journals:-**

Nagarlok, Indian Institute of Public Administration, New Delhi

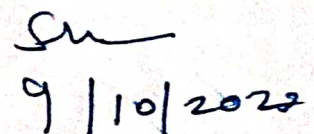
Journal of All India Institute of Local Self Government, Mumbai

**Course Outcomes:-**

1. To provide a detailed study of the systems related to urban administration in big cities as well as to provide information on all aspects related to their personnel administration.
2. To present a comparative study about Calcutta, Delhi and Jaipur Municipal Corporation
3. To acquaint students with the major challenges and problems faced by urban local bodies and to explain the control of the state government over them.





  
9/10/2022



**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-VII ( Rural Local Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each = 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each = 60 Marks
Total of End semester exam (duration of exam 3 hours)	= 70 Marks
Internal assessment	= 30 Marks
Maximum Marks	= 100 Marks
Minimum Marks	= 40 Marks

**CREDIT: 06**

**CONTACT HOURS: 90.00**

**UNIT –I**

Recruitment, Training and Education of Officials and Non-Officials in Panchayati Raj. Relationship of Panchayati Raj Institutions with Government Agencies and Departments. official and Non-Official Relationship and its Problems.

**UNIT – II**

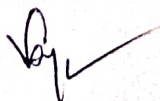
Some Emerging trends in relationship of Political parties and panchayati Raj. Organization and working of Special Schemes like Integrated Rural Development programme (IRDP), Organisation and Functions of District Rural Development Agency (DRDA), MGNREGA.

**UNIT – III**

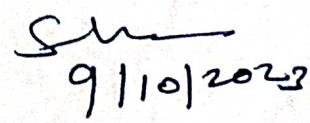
Department of Rural Development and Department of Panchayati Raj Institutions in Rajasthan. State Control over panchayati Raj Institutions. Finances of panchayati Raj Institutions:-State Finance Commission and its Role in Augmenting Panchayati Raj Finances. Role of panchayati Raj Institution in Environment Improvement. Emerging trends and Recent Challenges before Rural Local Administration

**Core Readings:-**

1. Iqbal Narayan and P.C. Mathur : Panchayati raj-Old Controls and New Challenges
2. M.A. Mutallib and M.A. Khan: Theory of Local Government
3. Ashok Mehta Committee Report, 1978
4. Balwant Rai Mehta Committee Report, 1957
5. Sadiq Ali Committee Report, 1964
6. D.D. Basu: introduction to the Constitution of India
7. Seema Sharma: Rural Local Administration





  
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### Reference Book's

1. Herald F. Alderfer: Local Government in Developing Countries
2. Redfield : The Litter Community
3. S.C. Dube: India's Changing Village
4. Maddick : Development, Decentralization and Democracy
5. Pai Panandikar: Personnel System In Development Administration
6. Kuldeep Mathur : Bureaucratic Response to Development
7. M.S. Sapkal : The Village Level Worker

### Journals

1. Rural Development Journal of National Institute of Rural Development, Hyderabad
2. Newsletter of Ministry of Rural Development
3. L.M. Singhvi Report on Panchayati Raj, 1985

### Course Outcomes:-

1. To provide information on methods of training and teaching of personnel in Panchayati Raj Institutions.
2. To provide detailed information about the mutual relations between government and non-government officials in Panchayati Raj institutions.
3. To provide information about various schemes running in Panchayati Raj Institutions.
4. To inform about the financial condition of Panchayati Raj institutions and to clarify the role of State Financial Commission.
5. To provide information on major challenges and problems faced by Panchayati Raj Institutions

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**M.A. (Final) Public Administration**  
**SEMESTER-IV**  
**Paper-VIII (Public Policy and Administration)**

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)	10x1 Mark Each	= 10 Marks
II 3 QUESTIONS (easy type one question each unit with internal choice)	3x20 Mark Each	= 60 Marks
Total of End semester exam (duration of exam 3 hours)		= 70 Marks
Internal assessment		= 30 Marks
Maximum Marks		= 100 Marks
Minimum Marks		= 40 Marks

CREDIT: 06

CONTACT HOURS: 90.00

UNIT -I

Determinants of Policy Making:-Political Parties, Pressure Groups, Public Opinion and Mass Media. Policy Process:-Policy Making Process, Implementation, Monitoring and Evaluation

UNIT -II

Public Policy in India:-Public Health, Education and Environmental.

UNIT -III

Role of NGOs in Public Policy Process-Policy Impact and policy Analysis (An Overview)

Core Readings:-

1. Charles O. Janes: An Introduction to the Study of Public Administration Policy, Books CalePub. Co. Monterey Califaronia
2. Thomas R. Dye: Understanding Public Policy, Prentice Hall, London, 1979
3. James F. Anderson: Public Policy Making : New York,Preaget,1979
4. Pradeep sahni: Public Policy conceptual Dimension, Allahabad, Kitab Mahal, 1987
5. Fred M. Froheck: Public Policy, Scope & Logic, Prentice Hall. London, 1979
6. E. Jacole Charles: Policy and Bureaucracy, D. Van Nostranad Co.1970
7. R.K.Sapru, Public Policy: Art and Craft of Policy Analysis, PHI Learning Pvt. Ltd., Delhi, 2011
8. R.K. Sapru, Public Policy, Sterling Publisher, Delhi, 2004
9. M. C. Gupta, Ramesh Kumar Tiwari, Public Policy in India: Some Emerging Concerns, Indian Institute of Public Administration, 2002

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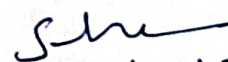
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10. Oxford Handbook of Public Policy, Edited by Robert E. Goodin, Michael Moran, and Martin Rein
11. Routledge Handbook of Public Policy, Eduardo Araral, Scott Fritzen, Michael Howlett, M. Ramesh, Xun Wu, USA, 2012
12. William Fox, Sayeed Bayat, Naas Ferreira, A Guide to Managing Public Policy. Juta and Company Ltd, South Africa, 2007
13. Public Policy and Systems, Pearson Education India

**Course Outcomes:-**

1. Explain the Role of Various Determinants in policy formulation
2. Student will be able to get the knowledge of Policy Making Process and Implementation process
3. To provide information about major policies related to education, health and environment in India.
4. To Understand the Role of NGO's in Policy Making Process

  
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# M.A. (Final) Public Administration

## SEMESTER-IV

### Paper-IX (State Administration in India) with Special Reference to Rajasthan

Examination Scheme of each paper:

I 10 QUESTIONS (very short answer Questions)

10x1 Mark Each = 10 Marks

II 3 QUESTIONS (easy type one question each unit with internal choice)

3x20 Mark Each = 60 Marks

Total of End semester exam (duration of exam 3 hours)

= 70 Marks

Internal assessment

= 30 Marks

Maximum Marks

= 100 Marks

Minimum Marks

= 40 Marks

CREDIT: 06

CONTACT HOURS: 90.00

#### UNIT -I

State Enterprises:-Forms, Board of Management, Control with Specific Study of Rajasthan State Road Transport Corporation, Rajasthan Industrial Development and Investment Corporation, Rajasthan Tourism Development Corporation.

#### UNIT -II

Planning Administration at the State Level in Rajasthan, Plan formulation, Implementation, Monitoring and Co-ordination. Personnel Administration:- Recruitment of Civil Service and Role of Rajasthan Public Service Commission, Training and Promotion, Rajasthan Civil Service Appellate Tribunal.

#### UNIT -III

Organization, working of police Administration at the State and District Level. New Commissioner System in Police Department. Role of Collector, ADM, SDM, and Tehsildar in District Administration. Role of Food and Supply Department in District Administration. Emerging Issues and Challenges to State Administration. Reforms in State Administration.

#### Core Readings:-

1. Mohan Mukerji (Ed): Administrative innovation in India
2. Meena Sogani : The Chief Secretary in India
3. R.M. Khandelwal : State Level Plan Administration in India
4. Satish K. Batra: Legislative Control over Public Enterprises.
5. Ziauddin Khan & Others: Public Enterprises In India: A Study of the State Level Undertaking.
6. Ziauddin Khan, V.M. Sinha and K. D. Trivedi : State Administration in Rajasthan
7. Ravindra Sharma: राज्य प्रशासन

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8. R.K. Arora & Meena Sogani: State Administration in Rajasthan.
9. Annual Reports of the Various concerning Organizations of the Government of Rajasthan.

**Course Outcomes:-**

1. To explain the types of public enterprises operating in the state administration, their managerial functioning and the control over them by the state government.
2. To provide information about the composition and functioning of various corporations operating at the state level such as Rajasthan State Road Transport Corporation, Rajasthan Industrial Development and Investment Corporation, Tourism Development Corporation etc.
3. To provide a detailed introduction to the various stages of the planning process and information on all issues related to personnel administration at State Level
4. To make aware about the role and functioning of various key administrative officers working in the district administration.



**M.A. (Final) Public Administration**

**SEMESTER-IV**

**Paper- X (DISSERTATION)**

**CREDIT: 06**


**MAX MARKS:-100**

Dissertation may be offered in lieu of one paper from Optional Group at the Final Examination. Only those candidates can offer dissertation who have secured 55% marks in M.A. (Previous) Examination. The candidate offering dissertation shall be required to submit dissertation three weeks before M.A. (Final) Examination. There will be 100 marks for written dissertation.

**Course Learning Outcomes:-**

Upon successful completion, students will have the knowledge and skills to:

1. Plan, and engage in, an independent and sustained critical investigation and evaluation of a chosen research topic relevant to environment and society
2. Systematically identify relevant theory and concepts, relate these to appropriate methodologies and evidence, apply appropriate techniques and draw appropriate conclusions
3. Engage in systematic discovery and critical review of appropriate and relevant information sources appropriately apply qualitative and/or quantitative evaluation processes to original data
4. Understand and apply ethical standards of conduct in the collection and evaluation of data and other resources
5. Communicate research concepts and contexts clearly and effectively both in writing and orally

  
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