

# UNIVERSITY OF KOTA

*SCHEME OF EXAMINATION*

*AND*

*COURSES OF STUDY*



**Department of Social Sciences**  
**Faculty of Social Sciences**

**Public Administration**

First Year(July 2022-June 2023)  
Second Year (July2023-June, 2024)

**UNIVERSITY OF KOTA**

**MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324 005**

**INDIA**

## Revised New Edition: 2022

### Course Structure with Distribution of Marks

**Objectives of the course :** Public Administration is a dynamic apparatus of State, not a static instrument. **The future of civilized government and civilization itself rest upon administrative set-up of any country.** This is one of the interesting interdisciplinary subjects among all the subjects of social sciences which covers wide arena of public policies, governance, public services, administrative state, law, socio-economic development, economic planning, globalization, public management, constitution and social change etc.

It is a well known fact that, public administration is a popular subject not only at the graduation and post graduation levels but also very popular in different competitive examinations of the country.

Here are some points for consideration-

1. The need of the hour, in india, is to prepare the well educated and fully aware citizen to serve the nation in a better and effective way. Public Administration has **the proud privilege to prepare awakened citizens** with the help of its course content. Every country requires better aware and conscious citizens for the nation-building.
2. **Good governance** has been identified as the panacea of contemporary problems of developing societies. undoubtedly, Public Administration provides the platform to both research oriented theory designer scholars and practitioners or the active administrators functioning in the system of governance.
3. The recent trends in polity and administration e.g.- Right to information, E- governance, public service delivery guarantee etc. are mainly influenced by the **waves of globalisation**.in such a transitional phase of society, economy and polity, a country needs **well educated specialized administrators** and the subject of public administration prepares such experts.
4. Time and again, it has been proved that the administrators with the background of Public Administration subject are found more efficient, accountable and effective in rendering the public services to the people.

#### Objectives:

- ✓ To generate administrative skills for dealing with Public Work.
- ✓ To locate, ensure, recognize and develop the enabling capabilities of students for Public Service Jobs.
- ✓ To develop skills in Students so that they are placeable in the Govt & other institutions.

#### Duration of the Course:

The course M.A (Public Administration) shall consist of two academic years divided into four semesters.

#### Structure of the Programme:

The M.A in Public Administration programme consists of:

- (i) Core and Skill based courses of theory as well as practical papers which are compulsory for all students.
- (ii) Dissertation/Project Work/Summer training/Field work which can be done in an organization (Government, Semi Government,NGOs Public Enterprises,*etc.*) approved by the Department.

### **Scheme of Examinations:**

The examination shall be divided into two parts in which first part is continuous assessment or internal assessment and second part is semester assessment or external assessment. The schemes for the internal and external examinations shall be as under:

- a) The assessment of the student for theory paper shall be divided into two parts in which first part is continuous assessment or internal assessment (33.33% of maximum marks) and second part is semester assessment or external assessment (66.66% of maximum marks). For practical papers there will be only one external assessment (100% of maximum marks).
- b) The internal assessment for each theory paper shall be taken by the teacher concerned in the Department during each semester. There will be two Home ASSIGNMENT in every paper, each of 25 marks weightage (Total 50 Marks). Internal Assignment shall be prepared from each paper on any two topics of syllabus. Choose only one topic of a Unit i.e. if you choose a topic Unit – I, then you choose second topic any other Unit of Paper. Every Home Assignment of each paper should be minimum 15 pages. Assignment may be **hand written or typed**.
- c) A student who remains absent (defaulter) or fails or wants to improve the marks in the internal assessment may be permitted to appear in the desired paper(s) (only one time) in the same semester with the permission of the concerned Head of the Department. A defaulter / improvement fee of Rupees **200/- per paper** shall be charged from such candidates. Duly forwarded application of such candidates by the teacher concerned shall be submitted to HOD who may permit the candidate to appear in the internal assessment after depositing the defaulter/ improvement fee. A record of such candidates shall be kept in the Department.
- d) The external assessment shall be of three hours duration for each theory paper.
- e) The syllabus for each theory paper is divided into five independent units and each theory question paper will be divided into three sections as mentioned below:
  - **Section-A** shall have 01 compulsory question comprising 10 questions (maximum 20 words answer) taking two questions from each unit. Each question shall be of one mark and total marks of this section will be 10. This section will be compulsory in the paper.
  - **Section-B** will carry 50 marks with equally divided into five long answer type questions (answer about in 250 words) and examiners are advised to set two questions from each unit and students are instructed to attempt five questions by selecting one question from each unit.
  - **Section-C04 Questions** [Question may have sub division] covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Paper setter shall be instructed to design question paper covering from all five units.
- f) The pattern of question paper of internal and external shall be as follows:
- g) **‘ Student should qualify both internal & external assessment separately to pass the paper i.e. if candidate passes in external & fails in internal or if the candidate passes in the internal & fails in the external, in both cases the candidate has to reappear in internal & external exam of that paper’**

**Semester External Assessment:**

66.66 weightage of Max. Marks (100 Marks out of 150 Max. Marks)

**Duration of Examination: 3 Hours**

**Max. Marks: 100**

**SECTION-A: 10x1=10**

(Answer all questions)

(Two question from each unit with no internal choice)

**Q. No. 1**

- (i) ..... **1 Mark**
- (ii) ..... **1 Mark**
- (iii) ..... **1 Mark**
- iv)..... **1 Mark**
- (v)..... **1 Mark**
- (vi)..... **1 Mark**
- (vii)..... **1 Mark**
- (viii)..... **1 Mark**
- (ix)..... **1 Mark**
- (x)..... **1 Mark**

**SECTION-B: 10X5=50**

(Answer all questions)

(One question from each unit with internal choice)(Maximum two sub-divisions only)

**Q. No. 2.** .....

Or

.....

**10 Marks**

**Q. No. 3.** .....

Or

.....

**10 Marks**

**Q. No. 4.** .....

Or

.....

**10 Marks**

**Q. No. 5.** .....

Or

.....

**10 Marks**

**Q. No. 6.** .....

Or

.....

**10 Marks**

**SECTION-C: 2x20=40**

(Answer any two questions )

(Maximum four sub-divisions only)

**Q. No. 7.** ..... **20 Marks**

**Q. No. 8.** ..... **20 Marks**

**Q. No. 9.** ..... **20 Marks**

**Q. No. 10.** ..... **20 Marks**

**(Semester-I & II)**

Year Semester	Serial Number, Code & Nomenclature of Paper			Duration of Exam.	Teaching Hrs/Week & Credit			Distribution of Marks			Min. Pass Marks	
	Number	Code	Nomenclature		L	P	C	Internal Assess.	Sem. Assess.	Total Marks	Internal Assess.	Sem. Assess.
<b>I Year I Semester</b>	1.1	PAD-101	Administrative Theories & Management-I	3 Hrs	6		6	50	100	150	20	40
	1.2	PAD-102	Public Personnel Administration - I	3 Hrs	6		6	50	100	150	20	40
	1.3	PAD-103	Comparative Public Administration	3 Hrs	6		6	50	100	150	20	40
	1.4	PAD-104	Public Administration in India- I	3 Hrs	6		6	50	100	150	20	40
	<b>Total</b>					<b>24</b>		<b>24</b>	<b>200</b>	<b>400</b>	<b>600</b>	
<b>I Year II Semester</b>	2.1	PAD-201	Administrative Theories and Management - II	3 Hrs	6		6	50	100	150	20	40
	2.2	PAD- 202	Public Personnel Administration - II	3 Hrs	6		6	50	100	150	20	40
	2.3	PAD-203	Development Administration	3 Hrs	6		6	50	100	150	20	40
	2.4	PAD- 204	Public Administration in India – II	3 Hrs	6		6	50	100	150	20	40
					<b>24</b>		<b>24</b>	<b>200</b>	<b>400</b>	<b>600</b>		

**(Semester-III & IV)**

Year Semester	Serial Number, Code & Nomenclature of Paper			Duration of Exam.	Teaching Hrs/Week & Credit			Distribution of Marks			Min. Pass Marks	
	Number	Code	Nomenclature		L	P	C	Conti. Assess.	Sem. Assess	Total Marks	Conti. Assess	Sem. Assess
<b>II Year III Semester</b>	301	PAD-301	Administrative Thinkers.	3 Hrs	6		6	50	100	150	20	60
	3.2	PAD- 302	State Administration in India ( Special reference to Rajasthan)	3 Hrs	6		6	50	100	150	20	60
	303	PAD-303A OR PAD-303B	CitizenCentric AdministrationOR InternationalOrganisatio nand their Administration.	3 Hrs.	6		6	50	100	150	20	60
	304	PAD – 304A OR 304 B	Social Welfare Administration (Special reference to India.) OR Public Policy	3 Hrs.	6		6	50	100	150	20	60
					<b>24</b>		<b>24</b>	<b>200</b>	<b>400</b>	<b>600</b>		
<b>II Year IV Semester</b>	4.1	PAD-401	Urban Local Administration	3 Hrs	6		6	50	100	150	20	60
	4.2	PAD-402	Rural Local Administration	3 Hrs	6		6	50	100	150	20	60

	4.3	PAD-403 A OR 403 B	Research Methodology in Public Administration OR Politics and Administration	3 Hrs	6		6	50	100	150	20	60
	4.4	PAD- 404A OR 404 B	Indian Constitution OR Dissertation	3 Hrs	6		6	50	100	150	20	60
					<b>24</b>		<b>24</b>	<b>200</b>	<b>400</b>	<b>600</b>		

## **SEMESTER - I**

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

**PAD-101**

**Administrative Theories & Management – I**

**Course/Paper: 101  
MPA Semester-I**

**Max.Marks: 100  
Time: 3 Hrs.**

### **Unit 1**

Meaning, nature, evolution and significance of Public Administration. Public Administration as a Social Science. Public Administration relation to Political science, Economics, Sociology, law and Psychology.

### **Unit II**

New trends in discipline of Public Administration: New Public Administration till Minnbrook Conference III, Public Choice theory, New Public Management, Public Service Theory : Robert B. Denhardt & Jonet Virzant Denhardt.

### **Unit III**

Theories of Administration: Scientific Management (Contribution of F.W. Taylor & Classical Theory (Contribution of Henri Fayol, Luther Gulick & Lyndall Urwick). Human Relations Theory (Special reference to George Elton Mayo).

### **Unit IV**

Approaches in Public Administration: Behavioral, structural- functional and system approaches.

### **Unit V**

Formal and Informal Organization: Hierarchy, Span of Control, Unity of Command, and Coordination.

### **Core Reading:**

1. Pffifner and Presthus Public Administration
2. Simmon, Smithburg & Thompson: public Administration
3. Felix A. Nigro: Modern Public Administration
4. Tilet Kempner and Mills Management Thinkers
5. Terry Principal of management
6. Newman and Simmer Process of Management
7. Mcfarland Management Principles and Practices
8. Hanika New Thinking in Management
9. Awasthi Avum Maheshawri Look Prashashan
10. Mcgergor The Human Side Of Enterprise
11. Schodebek Management System.
12. PrabhuDutt Sharma LokPrashashan (Hindi)
13. Mahadev Prasad Sharma LokPrashashan-SithantTathaVyavahar (Hindi)
14. Awashti Avum Maheshwari Prashashnik –Sithant (Hindi)

15. Nichlos Henry P.A. Public Affairs (1995)
16. R.K. Sapru Administrative Thought.
17. S.K. Kataria.

**PAD – 102**  
**Public Personnel Administration– I**

**Course/Paper : 102**

**Core Readings:**  
**PAD Semester-1**

**Max.Marks : 100**  
**Time : 3 Hrs.**

**Unit I**

Meaning Nature, Scope and importance of Personnel Administration, Human Resources Management

**Unit-II**

Bureaucracy : Its nature and concept, Recent Trends and Types of Bureaucracy with Special Reference to Morstein Marx.

**Unit III**

Development and significance of Public Services, Neutrality of civil services, Ethics in Public services.

**Unit IV**

Public Services in India: The Under Mentioned topics to be studied: Recruitment, Classification, Salary, Promotion, Training of Public Services. Conduct Rules and Disciplinary Action, Removal and Appeal, Retirement Benefits,

**Unit V**

Public Services in India: The Under Mentioned topics to be studied:  
Employees Organisation and representation. Staff Council, Services Disputes. Right to Strike and Political Rights of Civil Servants.



**PAD–103**

**Comparative Public Administration**

**Course/Paper : 103**  
**MPA Semester-I**

**Max.Marks : 100**  
**Time : 3 Hrs.**

**Unit I**

Comparative Public Administration: Concept, Nature, Evolution, Scope and Significance:

**Unit II**

Salient Comparative features of Administrative System of U.K. and U.S.A.

**Unit III**

Comparative Public Administration and Environment – Social, Economic, Cultural, Political, Problems of Comparative Research, Comparative Administration Group.

**Unit IV**

Weber's Typology of Authority and Administrative systems with particular reference to the Ideal Type Bureaucratic Model.

**Unit V**

Rigg's Typology of Societies with particular reference to Prismatic Society and the Sala Model.

**Cord Reading :**

1. Prof. Ravindra Sharma & Dr. Vikrant K Sharma :  
Comparative Public Systems ( in HINDI), College Book  
House, Jaipur.
2. Ramesh K. Arora : Comparative Public Administration .
3. William Siffin (ed) : Towards the Comparative Study of Public Administration (1957)
4. Ferrel Heady and Sybil Stocks (ed) : Paper in Comparative Public Administration (1962), Articles by Heady,  
Riggs and Diamant.
5. Ferrel heady : Public Administration : A Comparative Perspective
6. Fred W. Riggs : Administration in Developing Countries.
7. H.H. Garth and C. Wright Mills, Max Weber: Essays in Sociology (Portions on Bureaucracy).
8. Edward Weidner (ed.) : Development Administration in Asia.
9. Fred W. Riggs (ed) : Frontiers of Development Administration.
10. Prof. SurendraKataria : Comparative Public Administration Malik & comp. Jaipur.

**PAD-104**  
**Public Administration in India**

**Course/Paper : 104**  
**MPA Semester-I**

**Max.Marks : 100**

**Time : 3 Hrs.**

**Unit I**

Historical Background of Indian Administration with special reference to Influence of British Period. Salient Features of India Administration since Independence.

**Unit II**

The Union Executive-The President, The Vice- President, The Prime Minister, Cabinet and Council of Ministers.

**Unit III**

The organization & working of the Central Secretariat, the Cabinet Secretariat and the P. M. O., Ministry of Home Affairs and Ministry of Personnel, Pension and Public Grievances.

**Unit IV**

The Major forms of Public Sector Enterprises- Department, Corporation and Joint stock Company. Impact of Globalization on Public Sector Undertaking.

**Unit V**

Control over Indian Administration (a) Ministerial Control, (b) Parliamentary Control (c) Judicial Control (d) Citizen& Media Control.

**Core Readings:**

1. Ashok Chanda : Indian Administration
2. K.V. Rao: Parliamentary Democracy In India.
3. M.V. Pylee.: Constitutional Government In India.
4. S.S. Khera: District Administration In India.
5. C. P. Bhambhri : Public Administration In India.
6. Reports of A.R.C. – I & II
7. S.R. Maheshwari : Indian Administration
8. Avasthi&Avasthi: Public Administration in India
9. Ramesh Arora & Rajni Goyal: Indian Public Administration
10. S.K. Kataria : BharatiyaPrashashan (Hindi).

## **SEMESTER - II**

**PAD-201**

### **Administrative Theories and Management II**

**Course/Paper: 201**  
**MPA Semester-II**

**Max.Marks: 100**  
**Time: 3 Hrs.**

#### **Unit I**

Formal and Informal Organizations: Delegation, Supervision, Line and Staff agencies with contribution of Gulick, Urwick and Mooney & Reiley.

#### **Unit-II**

Motivation: Concept, Features and Types (special reference to Abraham Maslow, Frederick Herzberg & Douglas McGregor), Leadership and Communication.

#### **Unit III**

Decision Making : Herbert Simon Contribution of C. Barnard. Ideas of Warren Bennis. Mary Parker Follet - Constructive Conflict, Authority and Leadership.

#### **Unit IV**

Modern aids and Techniques of Administration and Management: Computerization, PERT, CPM, Participatory Management, E – Governance.

#### **Unit V**

Public Policy: Meaning and Nature, Formulation, Execution and Evaluation. Policy Science; Role of Administration in policy process.

#### **Core Readings:**

1. Barnard, Chester(1969) The Function of Executive, Cambridge, Harvard University Press.
2. Donald Menzel and Harvey White (eds) (2011). The state of Public Administration: Issues, Challenges and Opportunity. New York: M.E. Sharpe.
3. Frank Marini, (1971). Towards a New Public Administration: The Minnowbrook Perspective, Chandler Publications, University of Columbia.
4. Waldo, Dwight (1968), The Study of Public Administration, Random house , New York.
5. Pffifner and Presthus Public Administration
6. Simmon, Smithburg & Thompson: public Administration
7. Felix A. Nigro: Modern Public Administration
8. Tilet Kempner and Mills Management Thinkers
9. terry Principal of management
10. Newman and Simmer Process of Management
11. Mcfarland Management Principles and Practices
12. Hanika New Thinking in Management
13. Awasthi Avum Maheshawri Look Prashashan

14. Mcgergor The Human Side Of Enterprise
15. Schodebek Management System.\
16. PrabhuDutt Sharma LokPrashashan (Hindi)
17. Mahadev Prasad Sharma LokPrashashan-SithantTathaVyavahar (Hindi)
18. AwashtiAvumMaheshwariPrashasnik –Sidhant (Hindi)
19. Nichlos Henry P.A. Public Affairs (1995)
20. R.K. Sapru Administrative Thought.
21. S.K. Kataria.

**PAD – 202**  
**Public Personnel Administration – II**

**Course/Paper : 202**

**Core Readings:**  
**PAD Semester-1**

**Max.Marks : 100**  
**Time : 3 Hrs.**

**Unit I**

Public Services in U.K.

The under mentioned topics to be studied: Recruitment, Classification, Salary, Promotion, Training of Public Services, Conduct Rules and Disciplinary Action, Removal and Appeal,

**Unit-II**

Public Services in U.K.

Retirement Benefits. Employees Organisation and Representation, Staff council, Service Disputes, Whitleyism in England, Right to Strike and Political Rights of Civil Servants.

**Unit III**

Public Services in France:

The under mentioned topics to be studied:

Recruitment, Classification, Salary, Promotion, Training of Public Services, Conduct Rules and Disciplinary Action,

**Unit IV**

Public Services in U.S.A.

The under mentioned topics to be studied: Recruitment, Classification, Salary, Promotion, Training of Public Services, Conduct Rules and Disciplinary Action, Removal and Appeal,

**Unit V**

Public Services in U.S.A.

Retirement Benefits. Employees Organisation and Representation, Staff council, Service Disputes, Whitleyism in England, Right to Strike and Political Rights of Civil Servants.

1. Finer: Theory and Practice of Modern Government (chapters on Civil Services)
2. E.N. Gladden : Public Personnel Administration.
3. O.Glenn Stahl : Public Personnel Administration.
4. M.C. Roy: Civil Service in India.
5. Dr. C.M. Jain : SavivargiyaPrashasan, Research Publication , New Delhi.

## PAD-203

### Development Administration

Course/Paper : 203  
MPA Semester-II

Max.Marks : 100  
Time : 3 Hrs.

#### Unit I

The Concept of Development Administration : Nature, Significance and Scope, Development-Non- Development Dichotomy.

#### Unit II

Ecology of Development Administration- Interaction of the Administrative System with Political, Cultural and Economic System.

#### Unit III

Role of Bureaucracy in the Socio- Economic Development, Public participation in Development, Administrative Development, Sustainable Development. This unit will focus on Indian experience.

#### Unit IV

Public Administration in Developing Countries.

Following topics will be studied with special reference to China –  
Administrative features in their Ecological context, Role of Bureaucracy in Economic Development and Social Change.

#### Unit V

Following topics will be studied with special reference to Nepal –  
Administrative features in their Ecological context, Role of Bureaucracy in Economic Development and Social Change.

#### Core Readings:

1. Fasical Al – Salem: The Ecology of Development Administration
2. Fred W. Riggs (ed) :Frontoers of Development Administration.
3. Edward Weidner (ed)/: Development Administration.
4. John D. Montgomery& William J Siffin: Approaches to Development Politics, Administration and Chance.
5. IrvingSwedlow (ed) : Public Administration.
6. Edward Weidner (ed) : Public Administration and Technical Assistance.
7. Priti Joshi –VikasPrshasan
8. Anil Kumar Pareek–LoknitievmVikash

**PAD-204**  
**Public Administration in India - II**

**Course/Paper : 104**  
**MPA Semester-I**

**Max.Marks : 100**

**Time : 3 Hrs.**

**Unit I**

Indian Bureaucracy –Its nature and Problems, recruitment training, classification, promotion,

**Unit II**

Indian Bureaucracy - conditions of work, conduct rules and employer- employee relations. Problems of the Indian Administration Service with special reference to the relationship between the generalist and the specialist.

**Unit III**

Financial Administration - formulation, Approval and execution of Budget, Parliamentary Control over finance, Comptroller and Auditor General of India

**Unit IV**

Economic Planning and Indian Administration – The organisation of NITI Aayog in India  
District Administration in India with reference to the role of Collector

**Unit V**

Redressal of Public Grievances – Lokpal and Lokayukta, Administrative reforms with special reference to the 2<sup>nd</sup> ARC

**Core Readings:**

1. Ashok Chanda : Indian Administration
2. K.V. Rao: Parliamentary Democracy In India.
3. M.V. Pylee.: Constitutional Government In India.
4. S.S. Khera: District Administration In India.
5. C. P. Bhambhri : Public Administration In India.
6. Reports of A.R.C. – I & II
7. S.R. Maheshwari : Indian Administration
8. Avasthi&Avasthi: Public Administration in India
9. Ramesh Arora & Rajni Goyal: Indian Public Administration
10. S.K. Kataria : BharatiyaPrashashan (Hindi).

