SYLLABUS

BACHELOR OF ARTS

PUBLIC ADMINISTRATION

B.A. Part I Examination, 2020-21



JAI NARAIN VYAS UNIVERSITY

JODHPUR



IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examines be permitted to use their personal transistorized pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more that 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not confirm to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.

Meena Bardia **Professor & Head** Department of Public Administration J.N.V.University, Jodhpur

NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfil 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR

(Academic)



SYLLABUS

BACHELOR OF ARTS

PUBLIC ADMINISTRATION

B.A. Part I Examination, 2020-21



JAI NARAIN VYAS UNIVERSITY

JODHPUR



PUBLIC ADMINISTRATION

NEW EXAMINATION SCHEME

(Pattern of Question Paper)

PART-A (Hkkx&v)

Hkkx v ds IHkh iz'u vfuok;Z gS A bu iz'uksa ds mÙkj izR;sd 30 'kCnksa rd Ihfer gS A izR;sd iz'u 2 vad dk gS A

The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (Hkkx&c)

izR;sd bdkbZ esa ls ,d iz'u dk p;u djrs gq, dqy ik_ip iz'uksa ds mÙkj nhft;s A izR;sd iz'u dk mÙkj yxHkx 250 'kCnksa rd Ihfer gS A izR;sd iz'u 7 vad dk gS A

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (Hkkx&I)

bl Hkkx ls dqy rhu iz'uksa ds mÙkj nhft;sA izR;sd iz'u dk mÙkj yxHkx 500 'kCnksa rd Ihfer gSsA izR;sd iz'u 15 vad dk gS A



Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words.Each question carries 15 marks

PUBLIC ADMINISTRATION

Paper I

Paper II

100 Marks

100 Marks

Duration of each paper

3 Hours



PAPER I

PRINCIPLES OF PUBLIC ADMINISTRATION

Unit 1 : Meaning, nature and scope of Public Administration, Role of Public Administration in developing society.

Public and private administration

Public Administration as an art and a science

New Public Administration and the Concept of Development Administration

- Unit 2 : The Chief Executive: Functions, Chief Executive as General Manager; Organization : meaning and nature, Formal and Informal Organization; Types of Organization, Line, Staff and Auxiliary agencies, Forms of Organization: Departments, Corporations and Boards, Bases of Departmental Organizations: their merits and demerits.
- Unit 3 : Principles of Organization : Hierarchy, Unity of Command, Span of Control, Supervision, Delegation and Leadership Theories of Organization : Scientific management theory (Taylor), Classical theory (Fayol and Gulick), Human relations theory (Elton Mayo).
- Unit 4 : Personnel Administration : Importance of Civil Service, Bureacracy and Civil Service, Weber's concept of Bureacracy Recruitment: Importance and methods of recruitment, Training, classification, morale and motivation.
- Unit 5 : Financial Administration : Budget: meaning and significance, principals of a sound budget, preparation and execution of budget, performance budgeting; Legislative

Meena Bardia Professor & Head Department of Public Administration J.N.V.University, Jodhpur

control over budget, Accountability and Control; the concept of Accountability; Executive, Legislative and Judicial control over Administration : their methods and limitations.

BOOKS RECOMMENDED

Sharma, M.P.: Public Administration Theory and Practice

White: Introduction to the study of Public Administration

Willoughby: Principles of Public Administration

'kekZ] ih-Mh- % yksd iz'kklu flUgk] ch-,e- % yksd lkz'kklu ds fl)kUr ,oa O;ogkj ijekRek 'kj.k % yksd iz'kklu HkkEHkjh] pUnzizdk'k % yksd iz'kklu flg] vkj-,y- % yksd iz'kklu



PAPER II

ADMINISTRATIVE INSTITUTIONS

- Unit 1 : Administrative Institutions in a Democratic and Socialist Society; The Concept of Laissez faire state, Welfare State and Administrative State
- Unit 2 :Organization of Government : Legislature: Its role and decline in modern times; Executive: Types and Relationship with Legislature: Judiciary-Functions and Role with Special reference to the power of Judicial Review.
- Unit 3 : Democracy and Administration: Democratic Administration-Features; Role of Bureaucracy, Political Parties and Pressure Groups and their interaction.
- Unit 4 : Organization and Administrative working of Finance Commission; Planning Commission of India and the National Development Council.
- Unit 5 : Election Commission and the administration of election in India, University Grants Commission, U.P.S.C.

Organization and working of :

- (i) Central Social Welfare Board
- (ii) Railway Board and
- (iii) Reserve Bank of India.

BOOKS RECOMMENDED

Waldo : Administrative State

Field: Government in Modern Society

Gupta, M.G. : Modern Government

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- bdkbZ 3 % laxBu ds fl)kUr % inlksiku] vkns'k dh ,drk] fu;a=.k dk {ks=] fujh{k.k] izR;k;kstu vkSj usr`Ro] laxBu ds mikxe % oSKkfud izcU/k mikxe ¼Vsyj½] 'kkL=h; mikxe ¼Qs;kWy vkSj xqfyd½] ekuoh; IEcU/k mikxe ¼,YVu es;ks½
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> tokcns;rk ,oa fu;a=.k % tokcns;rk dh vo/kkj.kk] iz'kklu ij dk;Zikfydk] fo/kk;h vkSj U;kf;d fu;a=.k % mudh i)fr ,oa lhek,a

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- bdkbZ 2 % ljdkj dk laxBu% O;oLFkkfidk % bldh Hkwfedk o vk/kqfud le; esa blds âkl ds dkj.k] dk;Zikfydk&izdkj ,oa O;oLFkkfidk ls IEcU/k] U;kikfydk&dk;Z ,oa U;kf;d iqujkoyksdu ds fo'ks"k IUnHkZ esa Hkwfedk
- bdkbZ 3 % yksdra= ,oa iz'kklu % yksdrkaf=d iz'kklu&y{k.k] ukSdj'kkgh] jktuhfrd ny ,oa ncko lewgksa dh Hkwfedk ,oa budh vUr%fØ;k
- bdkbZ 4 % Hkkjr esa ;kstuk vk;ksx ,oa jk"V^ah; fodkl ifj"kn~] foÙk vk;ksx dk laxBu ,oa iz'kklfud dk;Ziz.kkyh



bdkbZ 5 % Hkkjr dk fuokZpu vk;ksx ,oa fuokZpu dh iz'kkldh; O;oLFkk] fo'ofo|ky; vuqnku vk;ksx ,oa la?k yksd lsok vk;ksx

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SYLLABUS

BACHELOR OF ARTS

PUBLIC ADMINISTRATION

B.A. Part II Examination, 2022



JAI NARAIN VYAS UNIVERSITY

JODHPUR



PUBLIC ADMINISTRATION

NEW EXAMINATION SCHEME

(Pattern of Question Paper)

PART-A (Hkkx&v)

Hkkx v ds IHkh iz'u vfuok;Z gS A bu iz'uksa ds mÙkj izR;sd 30 'kCnksa rd Ihfer gS A izR;sd izuu 2 vad dk gS A

The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (Hkkx&c)

izR;sd bdkbZ esa ls ,d iz'u dk p;u djrs gq, dqy ik¡p iz'uksa ds mÙkj nhft;s A izR;sd iz'u dk mÙkj yxHkx 250 'kCnksa rd lhfer gS A izR;sd iz'u 7 vad dk gS A

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (Hkkx&I)

bl Hkkx ls dqy rhu iz'uksa ds mÙkj nhft;sA izR;sd iz'u dk mÙkj yxHkx 500 'kCnksa rd lhfer gS A izR;sd iz'u 15 vad dk gS A



Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words. Each question carries 15 marks

PUBLIC ADMINISTRATION

Paper I100 MarksPaper II100 MarksDuration of each paper3 Hours

PAPER I

PUBLIC ADMINISTRATION IN INDIA

Unit 1 : Evolution of Indian administration-Kautilya, Mughal and British period

Environmental Setting: Constitution, Parliamentary,

Democracy, Federalism, Planning, Socialism

Political Executive at the Union Level: President, Prime Minister, Council of Ministers, Cabinet Committees

- Unit 2 : Structure of Central Administration: Central Secretariat, Cabinet Secretariat, Ministries and Departments, Boards and Commissions, Field Organisations.
 Centre-State Relations: Legislative, Administrative, Planning and Financial
- Unit 3 : Public Services: All India Services, Central Services, State Services, Local Civil Services; Union and State Public Service Commissions, Training of Civil Servants



Machinery for Planning-Plan Formulation at the National Level; National Development Council; Planning Commission; Planning Machinery at the State and District Levels

Unit 4 : Public Undertaking-Forms, Management, Control and problems

Control of Public Expenditure-Parliamentary Control; Role of the Finance Ministry; Comptroller and Auditor General

Unit 5 : Administration for Welfare-Administration for the Welfare of weaker Section with particular reference to Scheduled Castes, Scheduled Tribes and Programmes for the Welfare of Women

Issues Areas in Indian Administration: Relationship between Political and Permanent Executives; Generalists versus specialists in Administration; Integrity in Administration; People's Participation in Administration; Redressal of Citizen's Grievances: Lok Pal and Lokayuktas, Administrative Reforms in India

BOOKS RECOMMENDED

- Maheshwari, S.R.: Indian Administration
- Ashok Chanda: Indian Administration
- Bhambhari, C.P. : Public Administration in India
- Sharon, P.: Public Administration in India
- Rao, K.C.: Parliamentary Democracy in India
- Maheshwari, S.R. : The Administrative Reforms Commission
- Palmer: India Political System
- Laxmi Narain: Principles and Practice of Public Enterprise Management
- Nigam, Raj K. (ed): Management of Public Sector in India
- Mishra, B.B. : Administrative History of India



Arora, ramesh K. & Others: The Indian Administrative System

Mishra, B.B.: Government and Bureaucracy in India (1949-1976)

'kekZ] ih-Mh-] 'kekZ] ch-,e- xzksoj] uhye % Hkkjr esa yksd iz'kklu

PAPER II

LOCAL ADMINISTRATION

- Unit 1 : Meaning, Nature and Significance of Local-self Government in Modern State, Evolution of Local-Self. Government during the Ancient, Medieval and Modern India
- Unit 2 : The Organisational Structure of Urban Local-self Government in India: Composition, Functions, Powers and Role of various types of Local bodies, Local Administration of the Metropolitan Towns, Municipal Corporations and their Problems of Autonomy and Accountability
- Unit 3 : Theory and Practice of Democratic Decentralisation in India; Panchayati Raj Institutions: Zila Parishad, Panchayat Samiti, Village Panchayats and Gram Sabha and their Organisation and Functions; Features of Panchyayat Raj in Rajasthan
- Unit 4 : Personnel Administration of Rural and Urban Government: General Characteristics of Personnel Administration of Rural and Urban Government; Functions and Role of Vikas Adhikari, Chief Executive Officer, Executive Officer and Municipal Commissioner
- Unit 5 : Financial Administration of local bodies in India, Strengthening of local resources, State Control over Local Bodies: Urban and Rural; Mechanism of Control over Local Bodies at State Level; The Role of Directorate of Local Bodies and Panchayat and Development Department

BOOKS RECOMMENDED

- Argal, K.: Municipal Government in India
- Maheshwari, S.R.: Local Government in India
- Mathur, M.V.: Panchayat Raj in Rajasthan
- Khanna, R.K.: Municipal Government and Administration in India
- Bhogle, S.K.: Local Government in India



Pai Panandikar, V.A. : Personnel System for Development Administration

Bhattacharya, Mohit: Municipal Government and Problems

Tinker: Local Self Government in India

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bdkbZ 1 % Hkkjrh; iz'kklu dk fodkl&dksSfVY;] eqxydky] fczfV'kdky] ifjos'kh; <kapk&lafo/kku] lalnh; yksdra=] la?kokn] fu;kstu] lektokn

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bdkbZ 2 % dsUnzh; iz'kklu dk <ka=k&dsUnzh; lfpoky;] eaf=e.My lfpoky;] ea=ky; ,oa foHkkx] e.My vkSj vk;ksx] {ks=h; laxBu

dsUnz&jkT; IEcU/k&fo/kk;h] iz'kklfud fu;kstu ,oa foRrh;

bdkbZ 3 % yksd lsok,a vf[ky Hkkjrh; lsok,a] dsUnzh; lsok,a] jkT; lsok,a] LFkkuh; yksd lsok,a] la?k ,oa jkT; yksd lsok vk;ksx] yksd lsokdksa dk izf'k{k.k

fu;kstu ds ra=&jk"V^ah; Lrj ij ;kstuk fuekZ.k] jk"V^ah; fodkl ifj"kn~] ;kstuk vk;ksx] jkT; ,oa ftyk Lrj ij fu;kstu ra=



- bdkbZ 4 % lkoZtfud midze&izdkj] izcU/k] fu;U=.k ,oa leL;k,a] lkoZtfud for ij fu;a=.k&lalnh; fu;a=.k] for ea=ky; dh Hkwfedk] fu;a=d ,oa egkys[kk ijh{kd
- bdkbZ 5 % dY;k.k&iz'kklu% fucZy oxksZ ds dY;k.k ds fy, iz'kklu% vuqlwfpr tkfr] vuqlwfpr tutkfr ,oa efgykvksa ds dY;k.k dk;ZØeksa ds fo'ks"k IUnHkZ esa

Hkkjrh; iz'kklu Is IEcfU/kr eqn~ns % jktuhfrd ,oa LFkk;h dk;Zikfydk esa IEcU/k] iz'kklu esa IkekU;K cuke fo'ks"kK] iz'kklu esa IPpfj=rk] iz'kklu esa tulgHkkfxrk] ukxfjdksa dh f'kdk;rksa dk fuokj.k % yksdiky vkSj yksdk;qDr] Hkkjr esa iz'kklfud lq/kkj

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- bdkbZ 1 % vk/kqfud jkT; esa LFkkuh; Lo'kklu dk vFkZ] izd`fr vkSj egRo] izkphu] e/;dkyhu vkSj vk/kqfud Hkkjr esa LFkkuh; Lo'kklu dk fodkl
- bdkbZ 2 % Hkkjr esa uxjh; LFkkuh; Lo'kklu dk laxBukRed <kapk] fofHkUu izdkj ds LFkkuh; fudk;ksa ds laxBu] dk;Z] 'kfDr;ka vkSj Hkwfedk] egkuxjksa esa LFkkuh; iz'kklu&uxj fuxe vkSj mudh Lok;Rrrk rFkk tokcnsfgrk dh leL;k,a



- bdkbZ 3 % Hkkjr esa yksdrkaf=d fodsUnzhdj.k&fl)kUr ,oa O;ogkj] iapk;rh jkt IaLFkk,a&ftyk ifj"kn~] iapk;r lfefr] xzke iapk;rsa vkSj xzke IHkk mudk IaxBu vkSj dk;Z] jktLFkku esa iapk;rh jkt dh fo'ks"krk,a
- bdkbZ 4 % xzkeh.k ,oa uxjh; 'kklu esa dkfeZd iz'kklu % xzkeh.k ,oa uxjh; 'kklu esa dkfeZd iz'kklu ds lkekU; y{k.k] fodkl vf/kdkjh] eq[; dk;Zdkjh vf/kdkjh] dk;Zdkjh vf/kdkjh rFkk uxj ifj"kn~ vk;qDr ds dk;Z ,oa Hkwfedk
- bdkbZ 5 % Hkkjr esa LFkkuh; fudk;ksa dk foÙkh; iz'kklu] LFkkuh; L=ksrksa dk lqn`<+hdj.k] LFkkuh; fudk;ksa&xzkeh.k ,oa uxjh; ij jkT; dk fu;a=.k] jkT; Lrj ij LFkkuh; fudk;ksa ij fu;a=.k ds ra=] LFkkuh; fudk; funs'kky; ,oa iapk;r rFkk fodkl foHkkx dh Hkwfedk



SYLLABUS

BACHELOR OF ARTS

PUBLIC ADMINISTRATION

B.A. Final Examination, 2023



JAI NARAIN VYAS UNIVERSITY JODHPUR



PUBLIC ADMINISTRATION

NEW EXAMINATION SCHEME

(Pattern of Question Paper)

PART-A (Hkkx&v)

Hkkx v ds IHkh iz'u vfuok;Z gS A bu iz'uksa ds mÙkj izR;sd 30 'kCnksa rd lhfer gS A izR;sd iz'u 2 vad dk gS A

The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (Hkkx&c)

izR;sd bdkbZ esa ls ,d iz'u dk p;u djrs gq, dqy ik¡p iz'uksa ds mÙkj nhft;s A izR;sd iz'u dk mÙkj yxHkx 250 'kCnksa rd lhfer gS A izR;sd iz'u 7 vad dk gS A

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (Hkkx&I)

bl Hkkx ls dqy rhu iz'uksa ds mÙkj nhft;sA izR;sd iz'u dk mÙkj yxHkx 500 'kCnksa rd Ihfer gSsA izR;sd iz'u 15 vad dk gS A

Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words. Each question carries 15 marks

Meena Bardia **Professor & Head** Department of Public Administration J.N.V.University, Jodhpur

PUBLIC ADMINISTRATION

Paper I

Paper II

Duration of each paper

100 Marks

100 Marks

3 Hours

PAPER I

COMPARATIVE PUBLIC ADMINISTRATION

- Unit 1 : Nature and Concept of Administration in Modern Developed and Developing Societies: Public Administration and Environment: Social, Economic, Cultural and Political.
- Unit 2: Approaches and Methods of the study of Comparative Public Administration: Structural-Functional Approach, Ecological Approach and Behavioural Approaches; Evolution of the study of Comparative Public Administration with special reference to the contribution of F.W. Riggs.
- Unit 3 : Salient features of the Administrative System of the U.K., U.S.A. and France.
- Unit 4 : Political Executives in U.K., France and U.S.A.:

A Comparative Study

Unit 5 : Citizen and Administration: A Comparative Study of Machinery for Public Relations and Removal of Citizen's Grievances; Control over Administration: A Comparative Study

BOOKS RECOMMENDED

Siffin: Towards the Comparative study of Public Administration Riggs: The Ecology of Administration Herman Finer: Government of Great European Powers Riggs: Administration in Developing countries: The Theory of Prismatic Society Presthus and Pflffner: Public Administration Lepawasky : Administration Dwright Waldo: Comparative Public Administration



Thompson, James D. & Others: Comparative Studies in Administration Vh-,u-prqosZnh% rqyukRed yksd iz'kklu jes'k ds- vjksM+k% rqyukRed yksd iz'kklu

PAPER II

STATE ADMINISTRATION IN INDIA

- Unit 1: State Administration in India: Its characteristics and growing importance; General background of State Administration in Indian State with special reference to the State of Rajasthan.
- Unit 2:The Office of the Governor: Powers, Functions and role in state Administration, Relationship with Council of Ministers.

The Office of the Chief Minister: Powers, Functions, Role and Importance of the Office: Relationship with Council of Ministers.

Unit 3:Organisation of the State Secetariat: Administrative organization of a Department, Organisation and working of the Department of: Home, Finance and Agriculture in Rajasthan. Chief Secretary: His Role and Significance in State Administration;

Organisation and working of the following: Boards and Directorates in the State of Rajasthan:

- a) Revenue Board;
- b) State Electricity Board;
- c) Directorate of Agriculture and
- d) Directorate of Education
- Unit 4: Personnel Administration : Role of the State Civil Services; Recruitment of Higher Civil Services in Rajasthan (R.A.S., R.P.S., R.Ac.S.): Organisation and working of the Rajasthan Public Service Commission: Training of State Civil Services; Organization and Functions of State Training Institutes in Rajasthan.

Meena Bardia **Professor & Head** Department of Public Administration J.N.V.University, Jodhpur

Unit 5: District Administration: Organisation of District Administration: Collector: Functions and Position; Revenue administration at the district level: The S.D.O., Tehsildar and Patwari.

BOOKS RECOMMENDED

Maheshwari, S.R.: Indian Administration

Khera, S.S.: District Administration in India

Pylee, M.V.: Indian Constitution(Hindi ed.)

A.R.C.: Report on State Administration

Singh, D.P.: Readings in Indian Administration

Verma, S.L.: Revenue Board in Rajasthan

I.P.A.: Revenue Board

Rajasthan Govt.: Secretariate Manual

Rajasthan Govt.: Report of Administrative Reform Committee (Mathur Committee Report, 1983).

Rajasthan Govt.: Report of the Committee on Training, 1963.

H.C.M. Institute: Management of Higher Personnel of Public Administration.

Maheshwari, S.R.: Evolution of Administration in India.

I.I.P.A. : Indian Journal of Public Administration (State AdministrationSpeical Number, July-Sep. 1976)

Shukla, J.D.: State and District Administration in India (National)

Mehta, B: Dynamics of State Administration



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- bZdkbZ 1 % vk/kqfud fodflr ,oa fodkl'khy lektksa esa iz'kklu dh izd`fr vkSj vo/kkj.kk yksd iz'kklu vkSj ifjos'k % lkekftd] vkfFkZd] lkaLd`frd ,oa jktuhfrd
- bZdkbZ 2 % rqyukRed yksd iz'kklu ds mikxe ,oa v/;;u i)fr;ka&lajpukRed&izdk;kZRed&mikxe] ikfjLFkfrdh; mikxe vkSj O;ogkjoknh mikxe% ,Q-MCY;w fjXl ds ;ksxnku ds fo'ks"k lUnHkZ esa rqyukRed yksd iz'kklu ds v/;;u dk fodkl
- bZdkbZ 3 % fczVsu] la;qDr jkT; vesfjdk vkSj Ýkal dh iz'kklfud O;oLFkk ds izeq[k y{k.k
- bZdkbZ 4 % fczVsu] Ýkal vkSj la;qDr jkT; vesfjdk esa jktuhfrd dk;Zikfydk,a % ,d rqyukRed v/;;u
- bZdkbZ 5 % ukxfjd ,oa iz'kklu% yksd lEidZ ds ra= ,oa tu f'kdk;r fuokj.k ra= dk ,d rqyukRed v/;;u] iz'kklu ij fu;a=.k ,oa mudk rqyukRed v/;;u A

Meena Bardia Professor & Head rtment of Public Administ J.N.V.University, Jodhpur

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- bZdkbZ 2 % jkT;iky dk in% 'kfDr;ka] dk;Z ,oa jkT; iz'kklu esa Hkwfedk] ea=h ifj"kn~ ls IEcU/k% eq[;ea=h dk in% 'kfDr;ka] dk;Z] Hkwfedk ,oa in dk egRo] ea=h ifj"kn~ ls IEcU/k
- bZdkbZ 3 % jkT; lfpoky; dk laxBu] foHkkx dk iz'kklfud laxBu] jktLFkku esa x`g] for ,oa d`f"k foHkkxksa dk laxBu ,oa dk;Ziz.kkyh] eq[; lfpo% jkT; iz'kklu esa mldh Hkwfedk ,oa egRo]

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- 1/4n1/2 f'k{kk funs'kky;



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- bZdkbZ 5 % ftyk iz'kklu% ftyk iz'kklu dk laxBu] ftyk/kh'k % dk;Z ,oa 'kfDr;ka] ftyk Lrj ij jktLo iz'kklu] mi[k.M vf/kdkjh ¼,I-Mh-vks-½] rglhynkj vkSj iVokjh



M. Phill. Public Administration- 2021

A Candidate is required to pursue the following courses :

(A) CORE COURSE

There shall be two core courses carrying 100 Marks each.

- i) Contemporary Public Administration.
- ii) Research Methodology.

(B) ELECTIVE COURSE

There shall be one elective course carrying 100 marks. A candidate can choose any one of the following elective courses.

iii)a. Administrative Thinkersiii)b. Indian Administrative Systemiii)c. Local Self Government and Development Administrationiii)d. Administrative Law

(C) AUDIT COURSE

There shall be an audit course (non-credit course) as stated under :

Indian Constitution.

(D) SEMINAR(E) DISSERTATION

There shall be a dissertation carrying 100 Marks. The dissertation shall be on the subject of research as may be prescribed. The dissertation shall contain the result of research work carried out by the candidate. The candidateshall also be required to give at least one seminar on the topic of the dissertation and shall be required to attend seminars held in department. The arressment of dissertation shall be done by both External and Internal Examiners.

(F) VIVA-VOCE

There shall be a viva-voce carrying 100 marks which is conducted by External and Internal Examiners.



(A) CORE COURSES

PAPER I

Contemporary Public Administration

- Unit- I Traditional Public Administration : Nature, Evolution of Discipline up to 1950; Politics- Administration Dichotomy; Concept of Public in Public Administration;
- Unit-II Development of Public Administration after 1950: Comparative Public Administration; causes its origin, concept and characteristics.
 Development Administration : Concept and characteristics. Recent Trend in Development Administration.
 New Public Administration : causes of its origin, concept, and characteristics.
- Unit-III Public Administration post 1990 : Public Choice School, Critical Theory, New Public Management ; Concept of Good Governance.
- Unit-IV Public Administration and New Technolgy : Impact of new innovations on Public Administration ; Use of computer in Public Administration ; Use of IT and its impact on Administration E-Governance.
- Unit-V Major Trends : People Participation ; Civil Society ; Citizen charter ; Impact of Globalisation on Public Administration.Right to Information

Reference Book:

1. Noorjahan Bawa (ed)	Public Administration in 21st Century 11 PA 2004		
	New Delhi.		
2. Bidyut Chakarbati and	Public Administration- A Reader oxford		
others (ed)	New Delhi.		
3. Alka Dhameja (ed)	Contemporary Debates in Public Administration		
	Prentice Hall New Delhi 2003.		
4. Ramesh K. Arora (ed)	Public Administration- Fresh Perspective Jaipur		
	2004.		
5. Nicholas Herry	Public Administration and Public Affairs New		
	Delhi 1999.		
6. B.M. Sharma & others (ed)	Good Governanace, Globalization and Civil		
	Society.		



PAPER II

RESEARCH METHODOLOGY

- Unit- I Nature of Social Research : Definition, scope, goals, and limitations of social research; Major steps in social research.
- Unit-II Scientific Method : The Nature and aim of scientific method; Applicability in social sciences; Facts and Values in analysis Research in Public Administration.
- Unit-III Techniques of Data Collection : Observation, Questionnaire and Schedule, Interview, The Case Study Method.
- Unit-IV Data Analysis and Presentation : Coding, Tabulation, Interpretation; General principles and techniques; of Scaling; Techniques of Report Writing : Organizing paragraphs, chapters, footnotes, reference, bibliography; Rule of Citing and quotations.
- Unit-V Sampling and Statistical Techniques : Meaning, uses, and types of Sampling; Basic Statistics : Frequency, Distrivution Average (Mean, Mode, Median) Measure of variability (Mean Deviation, Standard Deviation) Correlation, test of significance : Chi-square and 't' test; Uses and limitations of statistical methods.

SUGGESTED READINGS

Jahoda and others : Research Methods in Social Sciences Madge, John : The Toolof Sciences Goode and Hatt : Mehotds in Social Research Dahl, Robert ; Modern Political Analysis Cohen, Morris and Nagel, Ernest : Introduction to Logic and Scientific Method Popper, Karl : The Logic of Scientific Discovery Braithwaite, R.B. : Scientific Explanation Nagel, Ernest : The Structure of Science Verma, V.P. : Political Philosophy Downic and Health ; Basic Statistical Methods Dornhusch and Schmid : A Primer of Social Statistics Allen, Edwards ; Statistical Methods for the Behavioural Scientists



ELECTIVE COURSE

PAPER III (a)

ADMINISTRATIVE THINKERS

Unit-I	Kantiliya,	Woodrow	Wilson	Max	Weber
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- Unit-II Taylor, M.P. Follet, Heni Foyal, Urwick and Gullick.
- Unit-III Elton Mayo, Chester Bernard, Hebert Simon

Unit-IV Abraham Maslow, Herzberg, Mc Gregor, Renis Likert, Cris Argris

Unit-V F.W. Riggs, Jawahar Lal Nehru, Paul Appleby

REFERENCE BOOKS

1. Max Weber :	Essys on Sociology
2. Robet Merton:	Reader in Bureaucracy
3. Simon:	Administrative Beharious
4. Chester Bernard;	The Functions of the Executive
5. Fayol:	General and Industrial Management
6. R.K. Arora:	Comparative Public Administration
	Themes and Issues in Administrative Theory
7. D.Ravindra Prasad & others	Administrative Thinkers
8. Peter Self:	Administrative Theories and Politics
9. Wren, Danil A:	The Evolution of Management Thoughts
10.R.N.Sing:	Management Thoughts and Thinkers
11.S.S.Ali:	Eminent Administrative Thinkers
12.Ziauddin Khan & Verma:	Prasasnik Vichardharean Vol. I & VI



PAPER III(b)

INDIAN ADMINISTRATIVE SYSTEM

- Unit-I Evolutionary Perspective-Kautilya administration, Mughal Administration, Administration under British Rule. Constitutional setting-Value premises Parliementary Democracy.
- Unit-II Union Executive-Indian President, Prime Minister and Council of Ministers, Cabinet Secretariat, Central Secretariat and important Minisetries.
- Unit-III State Administration- Governor, Chief Minister, State Secretariat and Chief Secretary, District Collector.
- Unit-IV Civil Services System- Civil Services- Structure and Recruitment, Union Public Service Commission, Civil Service Training. Neuterality of Civil Servants.
- Unit-V Issue Areas- Generalists and Specialists, Administrative Reforms, Integrity in Civil services, Impact of I T on Indian Administration, People participation in Administration in India.

REFERENCE BOOK

Indian Administration
Public Administration In India
Government and Bureaucracy in India
Bharat Me Lok Prasasan
Bharat Me Lok Prasasan
Administrative Reforms Commission
Public Administration in India 21st Century
Challenges for Good Governance
India Administration



PAPER III (C)

LOCAL SELF GOVERNMENT & DEVELOPMENT ADMINISTRATION IN INDIA

- Unit-I Meaning and Importance of Local Self Government, Evolution of Local Self Government in India, Characteristics of 73rd and 74th Constitution Amendment Acts.
- Unit-II Rural Local Self Government with special reference to Rajasthan-Composition, functions and role of Gram Sabha, Panchayats, Panchayat Samities and Zila Parishad- Role and functions of Vikas Adhikari and Chief Executive Officer.
- Unit-III Urban Local Self Government with special reference to Rajasthan-Composition, functions and role of municipalities and Municipal Corporations; State Finance Commission; State Control over Local Bodies.
- Unit-IV Machinery of Development at Local Level-District Collector, DRDA, District Plans and Roled of Voluntary Agencies.
- Unit-V Trends and Problems of Local Self Government : New Trends in People's Self Development and Empowerment; Electoral Politics at Local Level and Role of State Election Commission; Rural Development Programmes and Problems of Implementations; Impact of Panchayati Raj on Developmental Process.

RECOMMENDED READINGS

M.S. Adiseshiah et al : Decentralized Planning and Panchayati Raj, New Delhi, Institute of Socal Science, 1994.

A. Bajpai: Panchayati Raj and Rural Development, Delhi Sahitya Prakashan, 1997.A. Bajpai, and M.S. Verma : Panchayati Raj in India : A New Thrust, Delhi, Sahtiya Prakashan, 1995.

S.N. Jha, and P.C. Mathur: Decentralization and Local Politics, New Delhi, Sage,1999.

S. Kaushik : Women and Panchayati Raj, New Delhi, Har-Anand Publivstion, 1993

S. Maheshwari : Local Government in India, Agra, Lakshmi Narain Agrwal, 1996.

R.V.P. Singh : Financing of Panchayati Raj Institutions, New Delhi, Deep and Deep, 1993.

D. Thakur and S.N. Singh (eds), : District Planning and Panchayati Raj, New Delhi, Deep and Deep,1991.



R.K. Arora and S. Sharma (eds), : Comparative & Development Administration : Ideas & Action, jaipur, Arihant, 1992.

O.P. Dwivedi : Development Administration : From Under- developed to Sustainable Development, Houndmills, Macmillan, 1994.

PAPER III (d)

ADMINISTRATIVE LAW

- Unit-I Introduction: Definition, nature and scope of Administrative Law. Reasons for its growth; constitutional Law and Administrative Law, Droit Administration, Administrative Law and Public Administration.
- Unit-II Rule of Law: meaning, modern concept of rule of law, Rule of law under Indian Law, separation of powers.
- Unit-III <u>Delegated Legislation</u> :- Definitions factors leading to the growth of Delegated legislation ; classification of Delegated Legislation; Delegated Legislation in Britain and India; Limitations on Delegated Legislation.
- Unit-IV Administrative Adjudication and Tribunals : meaning causes of growth, charateiostics of Administrative Tribunals, Administrative Tribunal in France and India.
- Unit-V Control of over Administrative Action : Legislative control ; Judicial control ; Judicial review, Units, ombudsman, central vigilance commission, Public Interest letigation, Indicial Activism.

REFERENCRE BOOKS

D.D.Basu: Brown and Garner: Daris K.C.: Jain and Jain: Jain M.P. : S.K. Agrawal Thakkar C.K. : Upendra Baxi:

Parker : J.J.R. Upadhyaya



Administrative Law French Administrative Law Administrative Law Principles of Administrative Law Lokpal Ombudsman in India Public Interest Litigation in India Administrative Law Development in Indian Administrative Law; Tribunals and Inquiries Administrative Law Administrative Law

(C) AUDIT COURSE (NON CREDIT COURSE)

INDIAN CONSTITUTION

Unit-I	Constitutional Development in India : Minto Morely Reforms 1909, Govt. of India Act 1919, Govt. of India Act 1935. Consitituent Assembly. Characteristics of Indian Constitution.
Unit-II	Preamble, Fundamental Rights, and Directive Principles of State Policy.
Unit-III	Union Executive and Parliament President, Prime Minister, Council of Ministers Lok Sabha, Rajya Sabha, Spealeer of Lok Sabha Passing of Law, Proceeudure of Court Amendment Supreme Court.
Unit-IV	State Government- Governor Chief Minister State Legislature High Court.
Unit-V	Centre State Reletions Legislative, Administretive and Financial, Comptroller and Auditor General of India. Emergency provisions Constitutional Commissinor.

REFERENCE AUDIT COURSE

M.V. Pylee-	Constitutional Government in India.
H.M.Seervai-	Constitutional Law of India.
S.L.Shakahar-(ed)	The Constitutional and Parliament in India.
D.D.Basu-	Shoster Consitutional of India.
J.N. Pandey-	The Consitutional Law of India.
D.C. Gupta-	Indian Government and Politics.
A.R. Mukharjee-	Parliamentary Procedure in India.
S.L. Sikri-	Consitutional History of India.
S.R. Maheshwari-	The Administrative Reforms Commission.
B.M. Sharma- (ed)	Good Governance Globalization and Civil Society.


Ph.D. Course work content in Public Administration – 2020-21

Paper I, III & IV will be evaluated on the basis of written examination and for paper II the candidate will have to present a review of literature. Internal assessment system will be followed in presentation. Each paper will be of 50 marks and will be of a 3 hours duration (except paper II). A candidate will have to achieve at least 50% as qualifying marks.

PAPER I COMPUSSORY (Core Paper)

PAPER I: RESEARCH METHODOLOGY

Contents

1. Scientific Methods of Research

Meaning and objectives of Research, Need and role of research in Public Administration, Types of Research, Problems in Social Science Research, Hypothesis-Types, Constructs and Variables. Theory Building in Public Administration

2. Research Design

Meaning, Characteristics, Types of Research Design, Techniques-traditional variables and modern Measurements-concept and levels, Problems of Measurement in Social Research.

3. Data Collection

Meaning, Types-Primary and Secondary, Basic Methods & Advantages and Disadvantages of Primary and Secondary Data.

4. Tools of Data Collection

Questionnaire, Interviews, Survey Methods, Sampling-Meaning, objective & Methods of Sampling.

5. Data Analysis & Interpretation

Meaning, Importance & Techniques of data analysis.

6. Types of Report

Report content & Principles of Report writing.

Meena Bardia **Professor & Head** Department of Public Administration J.N.V.University, Jodhpur

PAPER II COMPUSSORY (Core Paper)

Review of Literature in Proposed Area

Significance of Review Literature Procedure and Steps of Review and Writing Review, Preparation of References, Bibliography, Preparation of synopsis on proposed topic of Research and its presentation Writing a term paper on the topic of Research

Meena Bardia Professor & Head Department of Public Administration J.N.V.University, Jodhpur

PAPER III Administration Theories and Management

- Recent Trends in Public Administration, New Public Administration.
 Development Administration, New Public Management, Good Governance.
- 2. Theories of Organisation.

Classical, Human Relations, Behavioural, Systems Theory

3. Decision-making, Motivation,, Leadership.

Coordination, Communication.

4. Control Over Administration

Administrative, Legislative and Judicial control.

5. E-Governance, Use of Information Technology in Public Administration. Information Technology Act 2002.

Meena Bardia Professor & Head Department of Public Administration J.N.V.University, Jodhpur

PAPER IV Indian Administration

1. Introduction: Evolution of Indian Administration.

Political and Constitution context of Indian Administration. Salient features of Indian Administration

2. Central Administrative System

Central Secretarial, Cabinet Secretarial, P.M.O., Important Ministries

3. Personnel Administration

Recruitment and Training System for Indian Civil Services, UPSC. Problems of Personnel.

4. Financial Administration

Centre-State financial Relations, Planning Commission. Budgetary process, Parliamentary financial Committees, CAG

5. Administrative Issues.

Generalize Vs Specialists, Minister Civil servant Relations, Integrity in Administration, Administrative Reforms.

Meena Barcha Professor & Head Department of Public Administration J.N.V.University, Jodbpur

POST GRADUATE DIPLOMA IN LOCAL SELF GOVERNMENT

2021

Objectives – Local Self Government is very important in Democracy. its creates New leaders, Political and Social awareness among the peoples and its training School for democracy.

That's why, Department of Public Administration is offering P.G. Diploma in Local Self Government. The one year diploma will prepare new leaders and it will be helpful for policy making for local bodies.

Paper – I Local Self Government: Origin, Meaning, Nature and Importance.

Paper – II Local Self Government and 73rd and 74th Constitutional Amendment

Paper- III Personnel Administration of Local Self Government.

Paper– IV Project and Presentation on field survey of a gram panchayat

Eligibility : Graduation in any discipline, securing a minimum of 45% marks at degree.

Duration: One year

Number of Seats: Minimum 10, Maximum 60 (This will include reserved seats belonging to SC,ST,OBC and HC quota as per University rules.

Medium : English/Hindi will be medium, both for Teaching and Examination.

Attendance : No candidate shall be allowed to take up examination unless he/she attends at least 75% of the total contact session, each paper.

Fee : 10,000

Syllabus

There will be three papers. Each of three hours duration and carrying 100 marks and paper IV will be project and presentation.

PAPER – I Local Self Government: Origin Meaning Nature and Importance Meaning, Nature and Significance of Local Self Government in Modern State, Evolution of Local Self Government in India. Features of Local Self Government in India.

PAPER –II Local Self Government and 73rd and 74th Constitutional Amendment

The history of Rural Local Self Government, Evolution of Panchayati Raj in India. Characteristic of 73rd Constututional Amendment Act. The structure and working of Panchayati Raj Institutions in Rajasthan: Gram Sabha, Gram Panchayat, Panchayat Samittee and Zila Parishad. The Organisational Structure of Urban Local Self Government in India : Composition, Functions, Powers and Role of Municipal Coorporation, Municipal Council and Municipalities, Characteristic of 74th Constitutional Amendment Act.

PAPER –III Personnel Administration of Local Self Government

Panchayati Raj and Bureaucracy, the Chief Executive officer, BDO, Panchayat Sachiv and other officials of Panchayati Raj Institutions.

Municipal Personnel: Municipal Commissioner and Executive Officer.

Paper– IV Project and Presentation on field survey of a gram panchayat

CORE BOOKS :

Nigam, S.R.: Local Self Government: problems and prospect

Jain, R.B. : Panchyati Raj

S.R. Maheshwari: Local Self Government in India

Chouhan Bheem Singh: Rajasthan Mae Panchayati Raj ki Avdharana and Mahila Sahabhagita.

M.V. Mathur: Panchyati Raj in Rajasthan

Ravindra Sharma: Bharat me sthaniya shashan

Khanna, R.K.: Municipal Government and Administration in India

Bhogle, S.K.: Local Government in India.

R. Agarwal: Municipal Government in India

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Examination Scheme

Questions	Marks of each Q.	Marks	
10	02	10x2=	20
05	07	05x07=	35
03	15	03x15=	45
Total questions 18		Total marks	=100

SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A. Syllabus

(Under the Choice Based Credit System)



JAI NARAIN VYAS UNIVERSITY

JODHPUR



IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examines be permitted to use their personal transistorized pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more that 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not confirm to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.



NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfill 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR (Academic)



SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A. I (Semester System), 2021



JAI NARAIN VYAS UNIVERSITY

JODHPUR



GUIDELINES FOR CHOICE BASED CREDIT SYSTEM

Definitions of Key Words:

- 1. **Academic Year**: Two consecutive (one odd + one even) semesters constitute one academic year.
- 2. Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed elective and skill courses. A student need to select two elective papers offered by the Department in which he/she is doing core course this shall be part of core programme during third and fourth semester. Each student has to complete four skill courses: two within the Department and two from other Department within JNV University or the Universities approved by J.N.V. University
- 3. **Course**: Usually referred to, as "papers" is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ self-study etc. or a combination of some of these.
- 4. **Credit Based Semester System (CBSS)**: Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.
- 5. **Credit Point**: It is the product of grade point and number of credits for a course.
- 6. **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one period of teaching (lecture or tutorial) or two periods of practical work/field work per week.
- 7. **Cumulative Grade Point Average (CGPA)**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 8. **Grade Point**: It is a numerical weight allotted to each letter grade on a 10-point scale.
- 9. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 10. **Programme**: An educational programme leading to award of the Postgraduate Degree in the Core subject in which he/she is admitted.
- 11. **Semester Grade Point Average (SGPA)**: It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 12. **Semester**: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to November/ December and even semester from December/January to May.

Odd semester University examination shall be during second/third week of December and even semester University examination shall be during second/third week of May.

13. **Transcript or Grade Card or Certificate:** Based on the grades earned, a statement of grades obtained shall be issued to all the registered students after every semester. This statement will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester



Fairness in Assessment

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student"s performance. Accordingly the Faculty of Arts, Education & Social Sciences resolves the following:

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- b. In each semester two out of four theoretical components of the University examinations shall be undertaken by external examiners from outside J.N.V. University, who may be appointed by the competent authorities.

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- a) The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Head of the Department as the case may be clearly stating in writing the reason(s) for the complaint / appeal.
- b) The appeal will be assessed by the Chairman and he/she shall place before the **Grievance Redressal Committee (GRC),** Chaired by the Dean, Faculty of Arts, Education & Social Sciences comprising of the HOD of the concerned Department and if need be Course Teacher(s) be called for suitable explanation; GRC shall meet at least once in a semester and prior to CCA finalization.
- c) The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

S.No.	Letter Grade	Meaning	Grade Point
1	'O'	Outstanding	10
2	'A+'	Excellent	9
3	'A'	Very Good	8
4	'B+'	Good	7
5	'B'	Above Average	6
6	' С'	Average	5
7	·P'	Pass	4
8	'F'	Fail	0
9	'Ab'	Absent	0

Table 1: Grades and Grade Points



- i. A student obtaining Grade F in a paper shall be considered failed and will be required to reappear in the University End Semester examination.
- ii. For noncredit courses (Skill Courses) "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA

Grade Point assignment

= and > 95 % marks Grade Point 10.0 90 to less than 95 % marks Grade Point 9.5 85 to less than 90 % marks Grade Point 9.0 80 to less than 85 % marks Grade Point 8.5 75 to less than 80 % marks Grade Point 8.0 70 to less than 75 % marks Grade Point 7.5 65 to less than 70 % marks Grade Point 7.0 60 to less than 65 % marks Grade Point 6.5 55 to less than 60 % marks Grade Point 6.0 50 to less than 55 % marks Grade Point 5.5 45to less than 50 % marks Grade Point 5.0 40 to less than 40 % marks Grade Point 4.0

Computation of SGPA and CGPA:

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

SGPA (Si) =
$$\Sigma$$
 (Ci x Gi) / Σ Ci

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \Sigma (Ci \times Si) / \Sigma Ci$$



where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration for SGPA

S.No.	Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
1	Course 1	6	В	6	6 x 6 =36
2	Course 2	6	B +	7	6 X 7 =42
3	Course 3	6	В	6	6X 6 = 36
4	Course 4	6	0	10	6 X 10 =60
	Total	24			36+42+36+60=174

Thus, SGPA = 174/24 = 7.25

Illustration for CGPA

	Semester- I	Semester-II	Semester-III	Semester-IV
Credit	24	24	24	24
SGPA	7.25	7.25	7	6.25

CGPA = (24X 7.25 + 24X7.25 + 24 X 7+ 24 X 6.25)/96

666/96 = 6.94



Semester-wise Theory Papers/Practical / Skill component

Type of course	Course	Title of the	Lecture-	No. of	Continuous	End-	Total
	code	Course	Tutorial-	credits	Comprehen	Semester	
			Practical/Week		sive	Examination	
					Assessment	(ESE)	
					(CCA)		
						University	
						Examination	
	<u>I</u>	L	Semester I	<u> </u>	I	.1	
Core course 1	PUB 101	1	6-0-0	6	30	70	100
Core course 2	PUB 102		6-0-0	6	30	70	100
Core course 3	PUB 103		6-0-0	6	30	70	100
Core course 4	PUB 104		6-0-0	6	30	70	100
*Skill Course I	As per the	e list	2-0-0				
	T	otal		24	120	280	400
			Semester II				
Core course 5	PUB 201		6-0-0	6	30	70	100
Core course 6	PUB 202		6-0-0	6	30	70	100
Core course 7	PUB 203		6-0-0	6	30	70	100
Core course 8	PUB 204		6-0-0	6	30	70	100
			Ţ	<u> </u>	<u> </u>	Τ	
				_			
*Skill course II	As per the	e list	2-0-0				
	T	otal		24	120	280	400
~ 0	001	1	Semester III	1,		1	100
Core course 9	PUB 301		6-0-0	6	30	70	100
Core course 10	PUB 302		6-0-0	6	30	70	100
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100
Elective/s I							100
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100
Elective/s 2				_	 	_	
*Skill course III	As per the	: list	2-0-0				100
ļ	1	otal		24	120	280	400
		1	Semester IV				100
Core course 11	PUB 401	1	6-0-0	6	30	70	100
Core course 12	PUB 402		6-0-0	6	30	70	100
Discipline Specific	Elective p	aper	6-0-0	6	30	70	100
Elective/s 3	T 1 (*						100
Discipline Specific	Elective p	aper	6-0-0	6	30	70	100
Elective/s 4	A	1'-4			 	_	
*Skill course I v	As per the	list	2-0-0		100	200	400
	<u> </u>	otal		24	120	280	400

Meena Bardia Professor & Head Department of Public Administration J.N.V. University, Jodhpur

*The Department shall offer one skill course per semester from the list of skill courses approved for the Department.

In view of the course content, the Department of Public Administration distributed the Periods between Theory/Tutorial/Practical as under per paper

- 6: 0: 0 (six lectures only (no tutorial and no practical) per week) For Theory
- 2+0+0 (two lectures) For Skill course

The Duration of the Period shall be forty five minutes. In each of these combinations, the first value stands for the same number of lecture instructions per week.

Course Evaluation (Evaluation of the Students)

All courses (Core/ Elective) involve an evaluation system of students that has the following two components:-

- (i) **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and
- (ii) **End-Semester Examination (ESE)** accounting for the remaining 70% of the final grade that the student gets in a course.
- (i) **Continuous Comprehensive Assessment (CCA)**: This would have the following components:
 - a. **Term Test**: One term test shall be arranged for each paper prior to End-Semester Examination; examination duration shall be of three hours; maximum marks shall be 60 (reduced to 15).
 - b. **Seminar**: Each student shall prepare and deliver a seminar per theory paper; maximum marks shall be 40 (reduced to 10). The seminar shall be completed prior to term test for all the papers.
 - c. **Classroom Attendance** Each student will have to attend a minimum of 75% Lectures / Tutorials / Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE). Attendance marks will be awarded by following the system proposed below:



Those having 75% attendance and greater than that will be awarded CCA marks as follows:-

75% to 80%	=	1 mark
81% to 85%	=	2 marks
86 to 90%	=	3 marks
91% to 95%	=	4 marks
96% and above	=	5 marks

Note : Compensation in classroom attendance of a student will be as per prevalent University rules.

Each student's cumulative attendance shall be displayed in the Department Notice Board every month with a copy to the Dean, Faculty of Arts, Education & Social Sciences.

- d. CCA is based on open evaluation system without any bias to any student.
- e. Any grievance received in the Department from student shall be placed before the **Grievance Redressal Committee** with adjudicated comments

Each component marks will be added making it rounding as per norms.

Components	Maximum Marks	Reduced and Original Marks
Term Test	60	(reduced to 15)
Seminar	40	(reduced to 10)
Classroom Attendance	05	05
Total Marks of CCA	100	30

Marking Scheme of Continuous Comprehensive Assessment (CCA)

Note : Classroom Attendance marks will be as follows :-



Those having 75% attendance and greater than that will be awarded CCA marks as follows:-

Percentage	Marks
75% to 80%	1 mark
81% to 85%	2 marks
86 to 90%	3 marks
91% to 95%	4 marks
96% and above	5 marks

Skill Course Evaluation: Based on his/her performance and hands on practice, the respective Department shall declare the result as "Satisfactory" or "Non-Satisfactory"; each student need to get a minimum of three "Satisfactory" declaration for the course completion

For the Term test and ESE:

Part A

Ten questions (Definitions, illustrations, functions, short explanations, etc; 25-50 words) for one mark each. $10 \times 1= 10$ marks; comprising questions from each Unit; no choice in this part

Part B

Four questions of long/explanatory answer (500 words) type, one drawn from each Unit; with internal choices : $4 \times 15 = 60$ marks.

10+60 = 70 marks

Qualifying for Next semester

1. A student acquiring minimum of 40% in total of the CCA is eligible to join next semester.

- 2. A student who does not pass the examination (CCA+ESE) in any course(s) (or due to some reason as he/she not able to appear in the ESE, other conditions being fulfilled, and so is considered as "Fail"), shall be permitted to appear in such failed course(s) in the subsequent ESE to be held in the following October / November or April / May, or when the course is offered next, as the case may be.
- **3.** A student who fails in one or more papers in a semester shall get three more chances to complete the same; if he/she fails to complete the same within the prescribed time, i.e. three additional chances for each paper; the student is ineligible for the Postgraduate degree in the Subject in which he/she is admitted, for additional chances examination fee shall be on additive basis.



Improvement Option:

Every student shall have the opportunity to improve Credit thorough University Examination only. Improvement opportunity for each paper is only with two additional chances; improvement examination fee shall be on additive basis; the Credit obtained in improvement examination shall be final.

Result Declaration:

The ESE (End Semester Examination/University Examination) results shall be declared within twenty days of the last examination. The Theory Classes of even semesters shall begin from the next day of ESE; whereas odd semester classes shall commence after summer vacation.

POST -GRADUATE COURSE: A DESCRIPTION

The full course is of FOUR SEMESTERS spread for TWO YEARS duration. A semesterwise list of courses to be offered is given below. In each paper there will be four unit.

SEMESTER I

SEMESTER II

SEMESTER III

Elective paper group – First – Semester III Elective paper group – Second – Semester III

SEMESTER IV

Elective paper group – First – Semester IV Elective paper group – Second – Semester IV

Skill Courses in the respective subject

Electives would be discipline centric and only students from concerned departments can register.



ADMISSION

The minimum qualification for admission to M.A. Course is Graduate Degree. The details of eligibility conditions and admission procedure will be as per University rules. The candidates are required to attend minimum of a 75% of classes.

TEACHING AND EXAMINATION SCHEME

Per Semester

Course	Periods/Week	Examination	CCA	ESE	Total
		hours			
Theory Papers	8				
Course I	6	3	30	70	100
Course II	6	3	30	70	100
Course III	6	3	30	70	100
Course IV	6	3	30	70	100

UNIVERSITY EXAMINATION

Each course paper shall be of three hours duration.

Note: The number of elective to be taught from each group in a particular year shall be decided by the Department. Electives offered will be announced at the beginning of the academic session. Each student shall be assigned one Elective Paper from Group ONE and the second from Group TWO. Elective papers will be allotted on merit-cum-choice basis as far as possible. In the odd semester two skill courses will be those offered by the respective departments in the even semester skill courses will be from other departments.



SCHEME OF EXAMINATION FOR M.A. PUBLIC ADMINISTRATION (SEMESTER SYSTEM) FOR THE EXAMINATION

INSTRUCTIONS FOR THE PAPER SETTERS AND THE STUDENTS

Max. Marks - 70 Min. Marks - 25

Duration – 3 hours

Note :

- (i) There shall be 9 questions in all. Five questions have to be attempted.
- (ii) The first question shall be short answer type containing 10 short questions spread over the whole syllabus to be answered in about 30 words each. It shall carry 10 marks and shall be a compulsory question.
- (iii) Rest of the paper shall contain 8 questions with internal choice. The entire syllabus has been divided into four units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit.

SEMESTER I

THEORY PAPERS (Four Core Papers)	ESE	CCA	Total	Lecture- Tutorial- Practical/ Week	Credits
Paper I : PUB 101	70	30	100	6-0-0	6
Paper II : PUB 102	70	30	100	6-0-0	6
Paper III : PUB 103	70	30	100	6-0-0	6
Paper IV : PUB 104	70	30	100	6-0-0	6

Skill Course Basics in Public Administration

Grand Total 400 marks

24 credits



SEMESTER – FIRST

COURSE NO. PUB ADM – 101

Principles of Public Administration

- Unit I Meaning, nature, scope and importance of Public Administration, Politics and Administration. New Public Administration.
- Unit II New Public Management Perspective Public and Private Administration Organisation: Meaning, Formal and Informal Organisation.
- Unit III Bases of Departmental Organisation, Hierarchy, span of control, Unity of Command, Authority and Responsibility.
- Unit IV Coordination, Supervision, Centralization and Decentralization, Chief Executive, Line and Staff Agencies.

Prescribed Readings:

- Sharma M.P: Public Administration: Theory and Practice
- Bhambari C.P. Public Administration
- Awasthi & Maheshwari: Public Administration (Hindi and English)
- Sharma R.D. : Advanced Public Administration



COURSE NO. PUB. ADM. - 102

Administrative theories of Public Administration

Unit I	Scientific Management theory of organization, The Bureaucratic theory of organization, Classical theory.
Unit II	The Human Relations Theory, Behavioral Approach, Systems Approach, Communication Approach.
Unit III	Decision making theory, Theories of leadership, Motivation theories.
Unit IV	Public Policy Process, Policy Making model, Role of Civil Society, Right to Information and Citizen"s Charter.

Prescribed Readings:

White, : Introduction to Public Administration

Sharma M.P. : Public Administration: Theory and Practice

Rumki Basu: Public Administration: Concept and theories

Awasthi and Maheshwari: Public Administration (Hindi and English)



COURSE NO. PUB. ADM. - 103

Comparative Public Administration

- Unit I Concept of Comparative Public Administration. Nature, Scope and Importance of Comparative Public Administration Evolution of Comparative Public Administration.
- Unit II Features of Developed and Developing Societies Administration. Approaches to the study of comparative Public Administration.
- Unit III Weber"s Typology of Authority and Administrative system with particular reference to the Ideal Type Bureaucratic Model.
- Unit IV F.W. Rigg"s Contribution with particular reference to prismatic society and sala model, F.W. Rigg"s views on Development.

Prescribe Readings:

- Arora, Ramesh K: Comparative Public Administration (Hindi and English)
- Chaturvedi T.N. : Tulnatmak Lok Prashasan
- Verma, S.P. and Khanna: Comparative Public Administration.



COURSE NO. PUB. ADM. - 104

Comparative Administration System

Unit I	Salient features of Administrative System of U.K., Characteristic of Administrative system of U.S.A and France.
Unit II	Comparative study of Political Executive, British Prime Minister: Power and Position. American President Power and Position. French President: Power and Position.
Unit III	Organisation and functions of Treasury of U.K., State Department of U.S.A., Ombundsman of Sweden.
Unit IV	Organisation and functions of Council of State in France, Independent Regulatory Commission of U.S.A. Concept of Administration Development.

Prescribed Readings:

Ferril Heady: Public Administration : A Comparative Perspective

Verma S.P. and Khanna: Comparative Public Administration

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SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A.

(Under the Choice Based Credit System) 2021



JAI NARAIN VYAS UNIVERSITY

JODHPUR



IMPORTANT



With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examines be permitted to use their personal transistorized pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more that 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not confirm to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.



NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfill 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR (Academic)



SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A. (Semester System), 2021



JAI NARAIN VYAS UNIVERSITY

JODHPUR



GUIDELINES FOR CHOICE BASED CREDIT SYSTEM

Definitions of Key Words:

- 1. **Academic Year**: Two consecutive (one odd + one even) semesters constitute one academic year.
- 2. Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed elective and skill courses. A student need to select two elective papers offered by the Department in which he/she is doing core course this shall be part of core programme during third and fourth semester. Each student has to complete four skill courses: two within the Department and two from other Department within JNV University or the Universities approved by J.N.V. University
- 3. **Course**: Usually referred to, as "papers" is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ self-study etc. or a combination of some of these.
- 4. **Credit Based Semester System (CBSS)**: Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.
- 5. **Credit Point**: It is the product of grade point and number of credits for a course.
- 6. **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one period of teaching (lecture or tutorial) or two periods of practical work/field work per week.
- 7. **Cumulative Grade Point Average (CGPA)**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 8. **Grade Point**: It is a numerical weight allotted to each letter grade on a 10-point scale.
- 9. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 10. **Programme**: An educational programme leading to award of the Postgraduate Degree in the Core subject in which he/she is admitted.
- 11. **Semester Grade Point Average (SGPA)**: It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 12. **Semester**: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to November/ December and even semester from December/January to May.

Odd semester University examination shall be during second/third week of December and even semester University examination shall be during second/third week of May.

13. **Transcript or Grade Card or Certificate:** Based on the grades earned, a statement of grades obtained shall be issued to all the registered students after every semester. This statement will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester



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- b) The appeal will be assessed by the Chairman and he/she shall place before the **Grievance Redressal Committee (GRC),** Chaired by the Dean, Faculty of Arts, Education & Social Sciences comprising of the HOD of the concerned Department and if need be Course Teacher(s) be called for suitable explanation; GRC shall meet at least once in a semester and prior to CCA finalization.
- c) The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

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4	'B+'	Good	7
5	'B'	Above Average	6
6	' С'	Average	5
7	' Р'	Pass	4
8	'F'	Fail	0
9	'Ab'	Absent	0

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Grade Point assignment

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Computation of SGPA and CGPA:

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

i.e.

SGPA (Si) =
$$\Sigma$$
 (Ci x Gi) / Σ Ci

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \Sigma (Ci \times Si) / \Sigma Ci$$

where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.



iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration for SGPA

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2	Course 2	6	B +	7	6 X 7 =42
3	Course 3	6	B	6	6X 6 = 36
4	Course 4	6	0	10	6 X 10 =60
	Total	24			36+42+36+60=174

Thus, SGPA = 174/24 = 7.25

Illustration for CGPA

	Semester- I	Semester-II	Semester-III	Semester-IV
Credit	24	24	24	24
SGPA	7.25	7.25	7	6.25

 $CGPA = \frac{(24X\ 7.25 + 24X7.25 + 24\ X\ 7 + 24\ X\ 6.25)}{96}$

666/96 = 6.94


Semester-wise Theory Papers/Practical / Skill component

Type of course	Course	Title of the	Lecture-	No. of	Continuous	End-	Total
	code	Course	Tutorial-	credits	Comprehen	Semester	
			Practical/Week		sive	Examination	
					Assessment	(ESE)	
					(CCA)		
						[University	
						Examination	
		I	Semester I		I	<u> </u>	
Core course 1	PUB 101		6-0-0	6	30	70	100
Core course 2	PUB 102		6-0-0	6	30	70	100
Core course 3	PUB 103		6-0-0	6	30	70	100
Core course 4	PUB 104		6-0-0	6	30	70	100
*Skill Course I	As per the	e list	2-0-0				
	Т	otal		24	120	280	400
		-	Semester II			-	
Core course 5	PUB 201		6-0-0	6	30	70	100
Core course 6	PUB 202		6-0-0	6	30	70	100
Core course 7	PUB 203		6-0-0	6	30	70	100
Core course 8	PUB 204		6-0-0	6	30	70	100
*Skill course II	As per the	e list	2-0-0				
	Т	otal		24	120	280	400
		1	Semester III		1		
Core course 9	PUB 301		6-0-0	6	30	70	100
Core course 10	PUB 302		6-0-0	6	30	70	100
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100
Elective/s 1							
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100
Elective/s 2							
*Skill course III	As per the	e list	2-0-0				
	Т	otal	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	24	120	280	400
<u> </u>	DVD 401		Semester IV				100
Core course 11	PUB 401	-	6-0-0	6	30	70	100
Core course 12	PUB 402		6-0-0	6	30	70	100
Discipline Specific	Elective p	aper	6-0-0	6	30	70	100
Elective/s 3	F1				20	170	100
Discipline Specific	Elective p	aper	6-0-0	6	30	70	100
Elective/s 4		1.	2 0 0				
*Skill course IV	As per the	list	2-0-0	2.1	120		100
Total			24	120	280	400	



*The Department shall offer one skill course per semester from the list of skill courses approved for the Department.

In view of the course content, the Department of Public Administration distributed the Periods between Theory/Tutorial/Practical as under per paper

- 6: 0: 0 (six lectures only (no tutorial and no practical) per week) For Theory
- 2+0+0 (two lectures) For Skill course

The Duration of the Period shall be forty five minutes. In each of these combinations, the first value stands for the same number of lecture instructions per week.

Course Evaluation (Evaluation of the Students)

All courses (Core/ Elective) involve an evaluation system of students that has the following two components:-

- (i) **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and
- (ii) **End-Semester Examination (ESE)** accounting for the remaining 70% of the final grade that the student gets in a course.
- (i) **Continuous Comprehensive Assessment (CCA)**: This would have the following components:
 - a. **Term Test**: One term test shall be arranged for each paper prior to End-Semester Examination; examination duration shall be of three hours; maximum marks shall be 60 (reduced to 15).
 - b. **Seminar**: Each student shall prepare and deliver a seminar per theory paper; maximum marks shall be 40 (reduced to 10). The seminar shall be completed prior to term test for all the papers.
 - c. **Classroom Attendance** Each student will have to attend a minimum of 75% Lectures / Tutorials / Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE). Attendance marks will be awarded by following the system proposed below:



Those having 75% attendance and greater than that will be awarded CCA marks as follows:-

75% to 80%	=	1 mark
81% to 85%	=	2 marks
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Each student's cumulative attendance shall be displayed in the Department Notice Board every month with a copy to the Dean, Faculty of Arts, Education & Social Sciences.

- d. CCA is based on open evaluation system without any bias to any student.
- e. Any grievance received in the Department from student shall be placed before the **Grievance Redressal Committee** with adjudicated comments

Each component marks will be added making it rounding as per norms.

Components	Maximum Marks	Reduced and Original Marks
Term Test	60	(reduced to 15)
Seminar	40	(reduced to 10)
Classroom Attendance	05	05
Total Marks of CCA	100	30

Marking Scheme of Continuous Comprehensive Assessment (CCA)

Note : Classroom Attendance marks will be as follows :-



Those having 75% attendance and greater than that will be awarded CCA marks as follows:-

Percentage	Marks
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Part A

Ten questions (Definitions, illustrations, functions, short explanations, etc; 25-50 words) for one mark each. $10 \times 1= 10$ marks; comprising questions from each Unit; no choice in this part

Part B

Four questions of long/explanatory answer (500 words) type, one drawn from each Unit; with internal choices : $4 \times 15 = 60$ marks.

10+60 = 70 marks

Qualifying for Next semester

1. A student acquiring minimum of 40% in total of the CCA is eligible to join next semester.

- 2. A student who does not pass the examination (CCA+ESE) in any course(s) (or due to some reason as he/she not able to appear in the ESE, other conditions being fulfilled, and so is considered as "Fail"), shall be permitted to appear in such failed course(s) in the subsequent ESE to be held in the following October / November or April / May, or when the course is offered next, as the case may be.
- **3.** A student who fails in one or more papers in a semester shall get three more chances to complete the same; if he/she fails to complete the same within the prescribed time, i.e. three additional chances for each paper; the student is ineligible for the Postgraduate degree in the Subject in which he/she is admitted, for additional chances examination fee shall be on additive basis.



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Every student shall have the opportunity to improve Credit thorough University Examination only. Improvement opportunity for each paper is only with two additional chances; improvement examination fee shall be on additive basis; the Credit obtained in improvement examination shall be final.

Result Declaration:

The ESE (End Semester Examination/University Examination) results shall be declared within twenty days of the last examination. The Theory Classes of even semesters shall begin from the next day of ESE; whereas odd semester classes shall commence after summer vacation.

POST -GRADUATE COURSE: A DESCRIPTION

The full course is of FOUR SEMESTERS spread for TWO YEARS duration. A semesterwise list of courses to be offered is given below. In each paper there will be four unit.

SEMESTER I

SEMESTER II

SEMESTER III

Elective paper group – First – Semester III Elective paper group – Second – Semester III

SEMESTER IV

Elective paper group – First – Semester IV Elective paper group – Second – Semester IV



Skill Courses in the respective subject

Electives would be discipline centric and only students from concerned departments can register.

ADMISSION

The minimum qualification for admission to M.A. Course is Graduate Degree. The details of eligibility conditions and admission procedure will be as per University rules. The candidates are required to attend minimum of a 75% of classes.

TEACHING AND EXAMINATION SCHEME

Course	Periods/Week	Examination	CCA	ESE	Total
		hours			
Theory Paper	8				
Course I	6	3	30	70	100
Course II	6	3	30	70	100
Course III	6	3	30	70	100
Course IV	6	3	30	70	100

Per Semester

UNIVERSITY EXAMINATION

Each course paper shall be of three hours duration.

Note: The number of elective to be taught from each group in a particular year shall be decided by the Department. Electives offered will be announced at the beginning of the academic session. Each student shall be assigned one Elective Paper from Group ONE and the second from Group TWO. Elective papers will be allotted on merit-cum-choice basis as far as possible. In the odd semester two skill courses will be those offered by the respective departments in the even semester skill courses will be from other departments.



SCHEME OF EXAMINATION FOR M.A. PUBLIC ADMINISTRATION (SEMESTER SYSTEM) FOR THE EXAMINATION

INSTRUCTIONS FOR THE PAPER SETTERS AND THE STUDENTS

Max. Marks - 70 Min. Marks - 25

Duration – 3 hours

Note :

- (i) There shall be 9 questions in all. Five questions have to be attempted.
- (ii) The first question shall be short answer type containing 10 short questions spread over the whole syllabus to be answered in about 30 words each. It shall carry 10 marks and shall be a compulsory question.
- (iii) Rest of the paper shall contain 8 questions with internal choice. The entire syllabus has been divided into four units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit.



SEMESTER II

THEORY PAPERS (Four Core Papers)	ESE	CCA	Total	Lecture- Tutorial- Practical/ Week	Credits
Paper V: PUB 201	70	30	100	6-0-0	6
Paper VI: PUB 202	70	30	100	6-0-0	6
Paper VII: PUB 203	70	30	100	6-0-0	6
Paper VIII : PUB 204	70	30	100	6-0-0	6
	Gran	d Total	400 marks		24 credits

Skill Course – Basics in Administration and State



SEMESTER - II

COURSE NO. PUB. ADM. 201

Public Personnel Administration

- Unit I Meaning, Nature and Scope of Public Personnel Administration Development and Significance of Public Personnel Administration.
- Unit II Administration and Policy making, Professionalization of Civil Service. Integrity in Administration. Concept of Ethic in Public Services.
- Unit III Administrative Culture, Bureaucracy and Environment Political, Social and Economic Aspects of Environment.
- Unit IV General Characteristic of Public Personnel Administration of U.S.A., U.K. and France.

Prescribed Readings:

- Goel, S.J. Public Personnel Administration
- Sinha, V.M. Public Personnel Administration (English and Hindi)
- Jain, R.B. (ed): Aspects of personnel Administration
- Jain. C.M. : Sevavargiya Prashasan



Contemporary Issues in Public Personnel Administration

- Unit I Organisation and working of Central Personnel Agencies in U.S.A., U.K. and France Recruitment and Training of Public Personnel Administration.
- Unit II Development of merit system. Importance of Recruitment and Need for Central personnel Agencies. Methods of recruitment in U.S.A., U.K. and France.
- Unit III Importance and types of Training Institutions in U.S.A., U.K. and France Training techniques, Promotion: Seniority versus merit.
- Unit IV Salary, Service Conditions and Service Rules in Personnel Administration. Disciplinary Procedures, Political Rights of Civil Servants in U.S., U.K., and France Management of Staff Relations.

Prescribed Readings:

Stal, O. Glenn: Public Personnel Administration

- Goel, S.L. : Public Personnel Administration
- Sinha, V.M. Public Personnel Administration (Hindi and English)
- Jain, C.M. : Sevavargiya Prashasan.



Public Administration in India

- Unit I Evolution of Indian Administration Kautilya, Mugal Period and British Legacy.
- Unit II Constitutional Framework: Value Premises of the Constitution. Parliamentary Democracy, Federalism, Planning, National Human Rights Commission.
- Unit III Union Government and Administration President, Prime Minister and Council of Ministers, Cabinet Committee.
- Unit IV Cabinet Secretariat Prime Minister"s office, Central Secretariat, Major Ministries and Departments.

Prescribed Readings:

Maheshwari, S.R. : Indian Administration

Ashok Chandra : Indian Administration

Parmatma Sharan : Public Administration in India

Hoshiar Singh & Mohendra Singh : Public Administration in India



Major Issues and Personnel Administration in India

- Unit I Problems of Central State Relations, Relationship between Political and Permanent Executive. Generalist and Specialist in Administration. Law and order Administration
- Unit II Public Services All India Services Central Services, Union Public Service Commission Training in the Changing Context of Governance.
- Unit III Changing nature of Indian Administration in the Context of Economic Reforms Administrative reform Since independence Reports of the Administration Reforms Commission.
- Unit IV Impact of Information Technology on Public Administration. Indian Administration and Globalisation Role of District Collector in the Law and order and Development Management.

Prescribed Readings:

Maheshwari, S.R. : Indian Administration

Hoshiar Singh and Mohendra Singh : Public Administration in India

Ashok Chanddra : Indian Administration

Arora and others : Indian Administrative System



OR

COURSE NO. PUB. ADM.

Dissertatation

- (i) Dissertation may be offered by the candidates who have secured at least 60% marks at the semester I, II and III examination.
- (ii) Dissertation be submitted within three weeks before the last Semester IV examination.



SKILL COURSE-I BASICS IN PUBLIC ADMINISTRATION

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basic Skills in Administration

- **Unit I** Meaning, nature and scope of Public Administration. Public and Private Administration
- Unit II Chief Executive : Functions, chief executive as general manager.
- **Unit III** Recruitment: Importance and Methods of recruitment, morale and motivation.
- **Unit IV** Budget meaning and significance, principles of a sound budget, preparation and execution of budget.

Books Recommended

Sharma, M.P. : Public Administration-Theory and Practice White: Introduction to the Study of Public Administration Willoughby: Principles of Public Administration.



SKILL COURSE-II BASICS IN ADMINISTRATION AND STATE

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics in Administration and State Issues

- **Unit I** The concept of laissez faire state, Welfare State and Administrative State.
- Unit II Political parties and Pressure Groups and their interaction.
- Unit III Organisaton of Government : Legislature, Executive, Judiciary.
- **Unit IV** Central Social Welfare Board, Railway Board and Reserve Bank of India.

Books Recommended

Waldo : Administrative State

Field : Government in Modern Society

Gupta, M.G. : Modern Government



SKILL COURSE-III INTRODUCTION TO FIELD WORK IN LOCAL SELF GOVERNMENT

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics of Field work in Local Self Work.

Unit I Definition and Concept of field work in Local Self Government.

- Unit II Methods and Techniques of field work in Local Self Government.
- **Unit III** Major Problems and limitation in field work in Local Self Government.

Unit IV Preparation of Project Report on Local Self Government.

Books Recommended

Nigam, S.R.: Local Self Government M.Bhattacharya: Muncipal Government Problems and Prospects Jain, R.B. (ed): Panchyati Raj Ravindra Sharma: Bharat me Sthaniya Shashan



SKILL COURSE-IV : RIGHT TO INFORMATION

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics of Right to Information

- Unit I Right to Information: Meaning and concept
- Unit II Right to Information Act. 2005: Main Provision
- Unit III Right to Information Act. 2005: Implementation, Problems and Suggestions

Unit IV Preparation of Project Report on Right to Information

Books Recommended

Naib Sudhir – The Right to Information in India

Vyas A.K. – Implemention of R.T.I. Act. 2005 in Armed Forces and its Implications

Madabhushi Sridhar Acharyulu: R.T.I Use and Abuse



SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A.

(Under the Choice Based Credit System) 2020-21



JAI NARAIN VYAS UNIVERSITY

JODHPUR



IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examines be permitted to use their personal transistorized pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more that 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not confirm to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.



NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfill 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR (Academic)



SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A. III (Semester System), 2020-21



JAI NARAIN VYAS UNIVERSITY

JODHPUR



GUIDELINES FOR CHOICE BASED CREDIT SYSTEM

Definitions of Key Words:

- 1. **Academic Year**: Two consecutive (one odd + one even) semesters constitute one academic year.
- 2. Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed elective and skill courses. A student need to select two elective papers offered by the Department in which he/she is doing core course this shall be part of core programme during third and fourth semester. Each student has to complete four skill courses: two within the Department and two from other Department within JNV University or the Universities approved by J.N.V. University
- 3. **Course**: Usually referred to, as "papers" is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ self-study etc. or a combination of some of these.
- 4. **Credit Based Semester System (CBSS)**: Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.
- 5. **Credit Point**: It is the product of grade point and number of credits for a course.
- 6. **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one period of teaching (lecture or tutorial) or two periods of practical work/field work per week.
- 7. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 8. **Grade Point**: It is a numerical weight allotted to each letter grade on a 10-point scale.
- 9. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 10. **Programme**: An educational programme leading to award of the Postgraduate Degree in the Core subject in which he/she is admitted.
- 11. **Semester Grade Point Average (SGPA)**: It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 12. **Semester**: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to November/ December and even semester from December/January to May.

Odd semester University examination shall be during second/third week of December and even semester University examination shall be during second/third week of May.

13. **Transcript or Grade Card or Certificate:** Based on the grades earned, a statement of grades obtained shall be issued to all the registered students after every semester. This statement will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester



Fairness in Assessment

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student"s performance. Accordingly the Faculty of Arts, Education & Social Sciences resolves the following:

- a. All internal assessments shall on term test and seminar. Attendance shall carry the prescribed marks in all papers.
- b. In each semester two out of four theoretical components of the University examinations shall be undertaken by external examiners from outside J.N.V. University, who may be appointed by the competent authorities.

Grievances and Redressal Mechanism

- a) The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Head of the Department as the case may be clearly stating in writing the reason(s) for the complaint / appeal.
- b) The appeal will be assessed by the Chairman and he/she shall place before the **Grievance Redressal Committee (GRC),** Chaired by the Dean, Faculty of Arts, Education & Social Sciences comprising of the HOD of the concerned Department and if need be Course Teacher(s) be called for suitable explanation; GRC shall meet at least once in a semester and prior to CCA finalization.
- c) The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

S.No.	Letter Grade	Meaning	Grade Point
1	'O'	Outstanding	10
2	'A+'	Excellent	9
3	'A'	Very Good	8
4	' В+'	Good	7
5	'B'	Above Average	6
6	' С'	Average	5
7	'P'	Pass	4
8	'F'	Fail	0
9	'Ab'	Absent	0

Table 1: Grades and Grade Points

i.

A student obtaining Grade F in a paper shall be considered failed and will be required to reappear in the University End Semester examination.



ii. For noncredit courses (Skill Courses) "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA

Grade Point assignment

= and > 95 % marks Grade Point 10.0 90 to less than 95 % marks Grade Point 9.5 85 to less than 90 % marks Grade Point 9.0 80 to less than 85 % marks Grade Point 8.5 75 to less than 80 % marks Grade Point 8.0 70 to less than 75 % marks Grade Point 7.5 65 to less than 70 % marks Grade Point 7.0 60 to less than 65 % marks Grade Point 6.5 55 to less than 60 % marks Grade Point 6.0 50 to less than 55 % marks Grade Point 5.5 45to less than 50 % marks Grade Point 5.0 40 to less than 40 % marks Grade Point 4.5

Computation of SGPA and CGPA:

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

i.e.

SGPA (Si) =
$$\Sigma$$
 (Ci x Gi) / Σ Ci

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\mathbf{CGPA} = \Sigma \left(\mathrm{Ci} \ \mathrm{x} \ \mathrm{Si} \right) / \Sigma \ \mathrm{Ci}$$

where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.



iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration for SGPA

S.No.	Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
4	<u> </u>	·			
1	Course 1	6	В	6	6 x 6 =36
2	Course 2	6	B +	7	6 X 7 =42
3	Course 3	6	В	6	6X 6 = 36
4	Course 4	6	0	10	6 X 10 =60
	Total	24			36+42+36+60=174

Thus, SGPA = 174/24 = 7.25

Illustration for CGPA

	Semester- I	Semester-II	Semester-III	Semester-IV
Credit	24	24	24	24
SGPA	7.25	7.25	7	6.25

CGPA = (24X 7.25 + 24X7.25 + 24 X 7 + 24 X 6.25)/96

666/96 = 6.94



Semester-wise Theory Papers/Practical / Skill component

Type of course	Course	Title of the	Lecture-	No. of	Continuous	End-	Total	
	code	Course	Tutorial-	credits	Comprehen	Semester		
			Practical/Week		sive	Examination		
					Assessment	(ESE)		
					(CCA)			
						University		
						Examination		
	Semester I							
Core course 1	PUB 101		6-0-0	6	30	70	100	
Core course 2	PUB 102		6-0-0	6	30	70	100	
Core course 3	PUB 103		6-0-0	6	30	70	100	
Core course 4	PUB 104		6-0-0	6	30	70	100	
*Skill Course I	As per the	e list	2-0-0	1		1		
	T	otal		24	120	280	400	
			Semester II					
Core course 5	PUB 201		6-0-0	6	30	70	100	
Core course 6	PUB 202		6-0-0	6	30	70	100	
Core course 7	PUB 203		6-0-0	6	30	70	100	
Core course 8	PUB 204		6-0-0	6	30	70	100	
			Ţ	<u> </u>		Τ		
	<u> </u>			_				
*Skill course II	As per the	e list	2-0-0					
	T	otal		24	120	280	400	
~ ~ ~	201	1	Semester III	1,		1	100	
Core course 9	PUB 301		6-0-0	6	30	70	100	
Core course 10	PUB 302		6-0-0	6	30	70	100	
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100	
Elective/s I							100	
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100	
Elective/s 2				_				
*Skill course III	As per the	e list	2-0-0		100		400	
ļ	T	otal		24	120	280	400	
		1	Semester IV				100	
Core course 11	PUB 401		6-0-0	6	30	70	100	
Core course 12	PUB 402		6-0-0	6	30	70	100	
Discipline Specific	Elective p	aper	6-0-0	6	30	70	100	
Elective/s 5				<u> </u>	20		100	
Discipline Specific	Elective p	aper	6-0-0	6	30	70	100	
Elective/s 4	1					<u>_</u>		
*Skill course IV	As per the	<u>list</u>	2-0-0		100		400	
Total			24	120	280	400		



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10+60 = 70 marks

Qualifying for Next semester

- **1.** A student acquiring minimum of 40% in total of the CCA is eligible to join next semester.
- 2. A student who does not pass the examination (CCA+ESE) in any course(s) (or due to some reason as he/she not able to appear in the ESE, other conditions being fulfilled, and so is considered as "Fail"), shall be permitted to appear in such failed course(s) in the subsequent ESE to be held in the following October / November or April / May, or when the course is offered next, as the case may be.
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SEMESTER III

Elective paper group – First – Semester III Elective paper group – Second – Semester III

SEMESTER IV

Elective paper group – First – Semester IV Elective paper group – Second – Semester IV



Skill Courses in the respective subject

Electives would be discipline centric and only students from concerned departments can register.

ADMISSION

The minimum qualification for admission to M.A. Course is Graduate Degree. The details of eligibility conditions and admission procedure will be as per University rules. The candidates are required to attend minimum of a 75% of classes.

TEACHING AND EXAMINATION SCHEME

Course	Periods/Week	Examination	CCA	ESE	Total
		hours			
Theory Papers					
Course I	6	3	30	70	100
Course II	6	3	30	70	100
Course III	6	3	30	70	100
Course IV	6	3	30	70	100

Per Semester

UNIVERSITY EXAMINATION

Each course paper shall be of three hours duration.

Note: The number of elective to be taught from each group in a particular year shall be decided by the Department. Electives offered will be announced at the beginning of the academic session. Each student shall be assigned one Elective Paper from Group ONE and the second from Group TWO. Elective papers will be allotted on merit-cum-choice basis as far as possible. In the odd semester two skill courses will be those offered by the respective departments in the even semester skill courses will be from other departments.



SCHEME OF EXAMINATION FOR M.A. PUBLIC ADMINISTRATION (SEMESTER SYSTEM) FOR THE EXAMINATION

INSTRUCTIONS FOR THE PAPER SETTERS AND THE STUDENTS

Max. Marks - 70 Min. Marks - 25

Duration - 3 hours

Note :

- (i) There shall be 9 questions in all. Five questions have to be attempted.
- (ii) The first question shall be short answer type containing 10 short questions spread over the whole syllabus to be answered in about 30 words each. It shall carry 10 marks and shall be a compulsory question.
- (iii) Rest of the paper shall contain 8 questions with internal choice. The entire syllabus has been divided into four units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit.



SEMESTER	III

THEORY PAPERS (Core/Elective Papers)	ESE	CCA	Total	Lecture- Tutorial- Practic Week	Credits al/
Paper IX : PUB 301	70	30	100	6-0-0	6
Paper X : PUB 302	70	30	100	6-0-0	6
Paper XI : PUB 303 Any one of the following	70 ng	30	100	6-0-0	6
303(a) 1 303(b) 1	International (Urban Local A	Organisa Adminis	ation and Admi tration	nistration	
Paper XI : PUB 304 Any one of the followin 304(a) 5 304(b) H	70 ng State Administ Rural Local A	30 tration ir dminist	100 n India With Spe ration	6-0-0 ecial reference to	6 o Rajasthan

Skill Course Introduction to field work in Local Self Government

Grand Total 400 marks

Meena Bardia Professor & Head Department of Public Administration J.N.V.University, Jodhpur

24 credits

SEMESTER - III

COURSE NO. PUB. ADM. 301

Administrative Thought

Unit I	Administrative Thought of Kautilya, Confucius and Woodrow Wilson.
Unit II	Bureaucratic theory of Maxveber, Scientific Management Theories of Fayol, Luther Gulick and Urwick.
Unit III	Administrative Thought of Chester I Benard; Formal and Informal Organisation, Satisfaction, Equalibrium, Authority and Communication.
Unit IV	Human Relations Theory : Fritz j. Roethlisberger and Elton Mayo Hawthrone Study.
Prescribed	Readings:
R. Prasad a	nd others : Administrative Thinkers
S.S. Ali : E	minent Administrative Thinkers
Ziquddin K	han and Verma : Prashasnik Vicharadharen Vol. I, II
Jarnes C. C	harlesworth : Theory and Practice of Public Administration



Financial Administration in India

- Unit I Introduction of Financial Administration Importance of Finances in Administration Constitutional Provisions relating to Finance Administration.
- Unit II Central State Finance relations, Finance Commission, Organisation, Functions and Role, Ministry of Finance in India: Organisation, Functions and role.
- Unit III Budget : Meaning, Characteristic and Importance of Budget. Budget Techniques Line Item Budget, Performance Budget, PPBS and Zero Based Budget.
- Unit IV Budgeting formulation in India Budgetary Procedure in Parliament. Execution of Budget, Deficit finance and Public Debt.

Prescribed Readings:

- M.J.K. Thavaraj : Financial Administration in India
- P.K. Ghosh : Public Enterprises in India

darsky: The Politics of Budgetary Process



ELECTIVE PAPER

COURSE NO. PUB. ADM. 303

International Organisation and Administration

- Unit I Evolution of Internationalism. Development of International Institutions characteristic of present Community of state pacific methods for settlement of International disputes.
- Unit II Loage of Nations : Origin, Structure, Functions of various organs, appraisal, causes of decline and contribution.
- Unit III U.N. : Formation of Charter, Purposes, Principles, membership, various organs of U.N.: General Assembly, Security Council, Economic and Social Council, International Court of Justice, U.N. secretariat, Role of Secretary General.
- Unit IV A Critical appraisal of U.N., U.N. Special Agencies : Organisation and working of I.L.O., UNESCO, F.A.O. and W.H.O.

Prescribed Reading :

Claude, Eagleton : International Government

Ohodrich : The United Nations

Roy, M.P. : Antarrashtriya Sangthan


Leonard : International Organisation



OR

COURSE NO. PUB. ADM. 303

Urban Local Administration

- Unit I Urban Administration: Scope and Importance General features of Urban Local Administration of U.S.A., U.K., France and India.
- Unit II Structure of Urban Local administration: U.S.A.; Major Council plan, Commission plan and City manager plan U.K.: Metropolitan Counties, Non Metropolitan Counties.
- Unit III France : The Municipal Council Local Bodies in India: Municipal cooperation^{*}s, municipal council and municipalities. Funcitons of Local Bodies.
- Unit IV City Government of Londan, Paris and Newyork, Municipal Corporation of Calcutta, Bombay and Delhi. Town planning and UIT.

Prescribed Reading:

- R Agarwal : Municipal Govlernment in India
- Munro : The Government of Amrican cities
- Hermon Fonar : English Local Government
- Nigam, S.R. : Local Self Government



COURSE NO. PUB. ADM. 304

State Administration in India with Special reference to Rajasthan

- Unit I General Background of state Administration History of state Administration in Rajasthan Constitutional Structure of state Government.
- Unit II The office of Governor : Power and role of state Administration. The Office of Chief Minister : Powers, Functions and Position, Council of Minister at state level.
- Unit III Organisation and working of state secretariat, Role of Chief Secretary Department of Home and Finance of Rajasthan: Organisation and functions organisation and working of Revenue Board.
- Unit IV Recruitment of Civil Services in Rajasthan, Organisation and working of Rajasthan Public Service Commission. Training of R.A.S., R.P.S. and other services.

Prescribed Reading:

Ziquddin khan and others: State Administration in Rajasthan

Siongh C.M. and others : Rajasthan Rajya Prashan

Sharma, Harish Chandra : Rajasthan Rajya Prashan



OR

COURSE NO. PUB. ADM. 304

Rural Local Administration

- Unit I Concept and importance of Local Self Government . The Concept of Panchayati Raj in India. Features of Rural Local Administration of U.S.A. and U.K.
- Unit II Evolution of Panchayati Raj in India. Structure and Working of Panchayati Raj Institution in Rajasthan. Characteristic of 73rd Constutional Amendment Act.
- Unit III Panchyati Raj and Bureaucracy: The Chief Executive officer, Vikas Adhikari, Panchayat Sachiv and other official of panchayat Raj Institutions.
- Unit IV State Control over Panchayati Raj Institutions. Revenue sources of panchayati Raj Institutions. Organisation and working of Directorate of Panchayati Raj.

Prescribed Readings:

- Jain, R.B. (ed) Panchayati Raj
- Nigam, S.R. : Local Self Government
- S.R. Maheshri : Local Government in India

Ravindra Verma : Bharat Mae Sthania Sansthya



OR

COURSE NO. PUB. ADM.

Dissertatation

- (i) Dissertation may be offered by the candidates who have secured at least 60% marks at the semester I, II and III examination.
- (ii) Dissertation be submitted within three weeks before the last Semester IV examination.



SKILL COURSE-I BASICS IN PUBLIC ADMINISTRATION

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basic Skills in Administration

- **Unit I** Meaning, nature and scope of Public Administration. Public and Private Administration
- Unit II Chief Executive : Functions, chief executive as general manager.
- **Unit III** Recruitment: Importance and Methods of recruitment, morale and motivation.
- **Unit IV** Budget meaning and significance, principles of a sound budget, preparation and execution of budget.

Books Recommended

Sharma, M.P. : Public Administration-Theory and Practice White: Introduction to the Study of Public Administration Willoughby: Principles of Public Administration.



SKILL COURSE-II BASICS IN ADMINISTRATION AND STATE

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics in Administration and State Issues

- **Unit I** The concept of laissez faire state, Welfare State and Administrative State.
- Unit II Political parties and Pressure Groups and their interaction.
- Unit III Organisaton of Government : Legislature, Executive, Judiciary.
- **Unit IV** Central Social Welfare Board, Railway Board and Reserve Bank of India.

Books Recommended

Waldo : Administrative State

Field : Government in Modern Society

Gupta, M.G. : Modern Government



SKILL COURSE-III INTRODUCTION TO FIELD WORK IN LOCAL SELF GOVERNMENT

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics of Field work in Local Self Work.

Unit I Definition and Concept of field work in Local Self Government.

- Unit II Methods and Techniques of field work in Local Self Government.
- **Unit III** Major Problems and limitation in field work in Local Self Government.
- Unit IV Preparation of Project Report on Local Self Government.

Books Recommended

Nigam, S.R.: Local Self Government M.Bhattacharya: Muncipal Government Problems and Prospects Jain, R.B. (ed): Panchyati Raj Ravindra Sharma: Bharat me Sthaniya Shashan



SKILL COURSE-IV : RIGHT TO INFORMATION

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics of Right to Information

- Unit I Right to Information: Meaning and concept
- Unit II Right to Information Act. 2005: Main Provision
- **Unit III** Right to Information Act. 2005: Implementation, Problems and Suggestions

Unit IV Preparation of Project Report on Right to Information

Books Recommended

Naib Sudhir – The Right to Information in India

Vyas A.K. – Implemention of R.T.I. Act. 2005 in Armed Forces and its Implications

Madabhushi Sridhar Acharyulu: R.T.I Use and Abuse



SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A.

(Under the Choice Based Credit System) 2020-21



JAI NARAIN VYAS UNIVERSITY

JODHPUR



IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examines be permitted to use their personal transistorized pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more that 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not confirm to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.



NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfill 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR (Academic)



SYLLABUS

MASTER OF ARTS

PUBLIC ADMINISTRATION

M.A. IV (Semester System), 2020-21



JAI NARAIN VYAS UNIVERSITY

JODHPUR



GUIDELINES FOR CHOICE BASED CREDIT SYSTEM

Definitions of Key Words:

- 1. **Academic Year**: Two consecutive (one odd + one even) semesters constitute one academic year.
- 2. Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed elective and skill courses. A student need to select two elective papers offered by the Department in which he/she is doing core course this shall be part of core programme during third and fourth semester. Each student has to complete four skill courses: two within the Department and two from other Department within JNV University or the Universities approved by J.N.V. University
- 3. **Course**: Usually referred to, as "papers" is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ self-study etc. or a combination of some of these.
- 4. **Credit Based Semester System (CBSS)**: Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.
- 5. **Credit Point**: It is the product of grade point and number of credits for a course.
- 6. **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one period of teaching (lecture or tutorial) or two periods of practical work/field work per week.
- 7. **Cumulative Grade Point Average (CGPA)**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 8. **Grade Point**: It is a numerical weight allotted to each letter grade on a 10-point scale.
- 9. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 10. **Programme**: An educational programme leading to award of the Postgraduate Degree in the Core subject in which he/she is admitted.
- 11. **Semester Grade Point Average (SGPA)**: It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 12. **Semester**: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to November/ December and even semester from December/January to May.

Odd semester University examination shall be during second/third week of December and even semester University examination shall be during second/third week of May.

13. **Transcript or Grade Card or Certificate:** Based on the grades earned, a statement of grades obtained shall be issued to all the registered students after every semester. This statement will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester



Fairness in Assessment

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student"s performance. Accordingly the Faculty of Arts, Education & Social Sciences resolves the following:

- a. All internal assessments shall on term test and seminar. Attendance shall carry the prescribed marks in all papers.
- b. In each semester two out of four theoretical components of the University examinations shall be undertaken by external examiners from outside J.N.V. University, who may be appointed by the competent authorities.

Grievances and Redressal Mechanism

- a) The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Head of the Department as the case may be clearly stating in writing the reason(s) for the complaint / appeal.
- b) The appeal will be assessed by the Chairman and he/she shall place before the **Grievance Redressal Committee (GRC),** Chaired by the Dean, Faculty of Arts, Education & Social Sciences comprising of the HOD of the concerned Department and if need be Course Teacher(s) be called for suitable explanation; GRC shall meet at least once in a semester and prior to CCA finalization.
- c) The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

S.No.	Letter Grade	Meaning	Grade Point
1	'O'	Outstanding	10
2	'A+'	Excellent	9
3	'A'	Very Good	8
4	'B+'	Good	7
5	'B'	Above Average	6
6	' С'	Average	5
7	' Р'	Pass	4
8	'F'	Fail	0
9	'Ab'	Absent	0

Table 1: Grades and Grade Points

i. A student obtaining Grade F in a paper shall be considered failed and will be required to reappear in the University End Semester examination.



ii. For noncredit courses (Skill Courses) "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA

Grade Point assignment

= and > 95 % marks Grade Point 10.0 90 to less than 95 % marks Grade Point 9.5 85 to less than 90 % marks Grade Point 9.0 80 to less than 85 % marks Grade Point 8.5 75 to less than 80 % marks Grade Point 8.0 70 to less than 75 % marks Grade Point 7.5 65 to less than 70 % marks Grade Point 7.0 60 to less than 65 % marks Grade Point 6.5 55 to less than 60 % marks Grade Point 6.0 50 to less than 55 % marks Grade Point 5.5 45to less than 50 % marks Grade Point 5.0 40 to less than 40 % marks Grade Point 4.0

Computation of SGPA and CGPA:

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

i.e.

SGPA (Si) = Σ (Ci x Gi) / Σ Ci

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$CGPA = \Sigma (Ci \ge Si) / \Sigma Ci$

where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.



iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration for SGPA

S.No.	Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
1	Course 1	6	В	6	6 x 6 =36
2	Course 2	6	B +	7	6 X 7 =42
3	Course 3	6	B	6	6X 6 = 36
4	Course 4	6	0	10	6 X 10 =60
	Total	24			36+42+36+60=174

Thus, SGPA = 174/24 = 7.25

Illustration for CGPA

	Semester- I	Semester-II	Semester-III	Semester-IV
Credit	24	24	24	24
SGPA	7.25	7.25	7	6.25

CGPA = (24X 7.25 + 24X7.25 + 24 X 7 + 24 X 6.25)/96

666/96 = 6.94



Semester-wise Theory Papers/Practical / Skill component

Type of course	Course	Title of the	Lecture-	No. of	Continuous	End-	Total
	code	Course	Tutorial-	credits	Comprehen	Semester	
			Practical/Week		sive	Examination	
					Assessment	(ESE)	
					(CCA)	FT 1 1	
						[University	
						Examination	
			Semester I			1	
Core course 1	PUB 101		6-0-0	6	30	70	100
Core course 2	PUB 102		6-0-0	6	30	70	100
Core course 3	PUB 103		6-0-0	6	30	70	100
Core course 4	PUB 104		6-0-0	6	30	70	100
*Skill Course I	As per the	e list	2-0-0				
	T	otal		24	120	280	400
	•		Semester II				
Core course 5	PUB 201		6-0-0	6	30	70	100
Core course 6	PUB 202		6-0-0	6	30	70	100
Core course 7	PUB 203		6-0-0	6	30	70	100
Core course 8	PUB 204		6-0-0	6	30	70	100
*Skill course II	As per the	e list	2-0-0	-			
	Т	otal	a , 111	24	120	280	400
0	DUD 201		Semester III		120	170	100
Core course 9	PUB 301		6-0-0	6	30	70	100
Core course 10	PUB 302		6-0-0	6	30	70	100
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100
Elective/s I	F1		6.0.0	6	20	70	100
Discipline Specific	Elective p	apers	6-0-0	6	30	70	100
Elective/s 2	A	1:-4	2.0.0				
*Skill course III	As per the	e list	2-0-0	24	120	200	400
	10	otal	Somostor IV	24	120	280	400
Core course 11	PUB 401		6-0-0	6	30	70	100
Core course 12	PUB 402		6-0-0	6	30	70	100
Discipline Specific	Elective n	aper	6-0-0	6	30	70	100
Elective/s 3		upor	000	Ū	50	10	100
Discipline Specific	Elective p	aper	6-0-0	6	30	70	100
Elective/s 4	F						-
*Skill course IV	As per the	list	2-0-0				
Total				24	120	280	400



*The Department shall offer one skill course per semester from the list of skill courses approved for the Department.

In view of the course content, the Department of Public Administration distributed the Periods between Theory/Tutorial/Practical as under per paper

- 6: 0: 0 (six lectures only (no tutorial and no practical) per week) For Theory
- 2+0+0 (two lectures) For Skill course

The Duration of the Period shall be forty five minutes. In each of these combinations, the first value stands for the same number of lecture instructions per week.

Course Evaluation (Evaluation of the Students)

All courses (Core/ Elective) involve an evaluation system of students that has the following two components:-

- (i) **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and
- (ii) **End-Semester Examination (ESE)** accounting for the remaining 70% of the final grade that the student gets in a course.
- (i) **Continuous Comprehensive Assessment (CCA)**: This would have the following components:
 - a. **Term Test**: One term test shall be arranged for each paper prior to End-Semester Examination; examination duration shall be of three hours; maximum marks shall be 60 (reduced to 15).
 - b. **Seminar**: Each student shall prepare and deliver a seminar per theory paper; maximum marks shall be 40 (reduced to 10). The seminar shall be completed prior to term test for all the papers.
 - c. **Classroom Attendance** Each student will have to attend a minimum of 75% Lectures / Tutorials / Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE). Attendance marks will be awarded by following the system proposed below:



Those having 75% attendance and greater than that will be awarded CCA marks as follows:-

75% to 80%	=	1 mark
81% to 85%	=	2 marks
86 to 90%	=	3 marks
91% to 95%	=	4 marks
96% and above	=	5 marks

Note : Compensation in classroom attendance of a student will be as per prevalent University rules.

Each student's cumulative attendance shall be displayed in the Department Notice Board every month with a copy to the Dean, Faculty of Arts, Education & Social Sciences.

- d. CCA is based on open evaluation system without any bias to any student.
- e. Any grievance received in the Department from student shall be placed before the **Grievance Redressal Committee** with adjudicated comments

Each component marks will be added making it rounding as per norms.

Components	Maximum Marks	Reduced and Original Marks
Term Test	60	(reduced to 15)
Seminar	40	(reduced to 10)
Classroom Attendance	05	05
Total Marks of CCA	100	30

Marking Scheme of Continuous Comprehensive Assessment (CCA)

Note : Classroom Attendance marks will be as follows :-



Those having 75% attendance and greater than that will be awarded CCA marks as follows:-

Percentage	Marks
75% to 80%	1 mark
81% to 85%	2 marks
86 to 90%	3 marks
91% to 95%	4 marks
96% and above	5 marks

Skill Course Evaluation: Based on his/her performance and hands on practice, the respective Department shall declare the result as "Satisfactory" or "Non-Satisfactory"; each student need to get a minimum of three "Satisfactory" declaration for the course completion

For the Term test and ESE:

Part A

Ten questions (Definitions, illustrations, functions, short explanations, etc; 25-50 words) for one mark each. $10 \times 1= 10$ marks; comprising questions from each Unit; no choice in this part

Part B

Four questions of long/explanatory answer (500 words) type, one drawn from each Unit; with internal choices : $4 \times 15 = 60$ marks.

10+60 = 70 marks

Qualifying for Next semester

1. A student acquiring minimum of 40% in total of the CCA is eligible to join next semester.

- 2. A student who does not pass the examination (CCA+ESE) in any course(s) (or due to some reason as he/she not able to appear in the ESE, other conditions being fulfilled, and so is considered as "Fail"), shall be permitted to appear in such failed course(s) in the subsequent ESE to be held in the following October / November or April / May, or when the course is offered next, as the case may be.
- **3.** A student who fails in one or more papers in a semester shall get three more chances to complete the same; if he/she fails to complete the same within the prescribed time, i.e. three additional chances for each paper; the student is ineligible for the Postgraduate



degree in the Subject in which he/she is admitted, for additional chances examination fee shall be on additive basis.

Improvement Option:

Every student shall have the opportunity to improve Credit thorough University Examination only. Improvement opportunity for each paper is only with two additional chances; improvement examination fee shall be on additive basis; the Credit obtained in improvement examination shall be final.

Result Declaration:

The ESE (End Semester Examination/University Examination) results shall be declared within twenty days of the last examination. The Theory Classes of even semesters shall begin from the next day of ESE; whereas odd semester classes shall commence after summer vacation.

POST -GRADUATE COURSE: A DESCRIPTION

The full course is of FOUR SEMESTERS spread for TWO YEARS duration. A semesterwise list of courses to be offered is given below. In each paper there will be four unit.

SEMESTER I

SEMESTER II

SEMESTER III

Elective paper group – First – Semester III Elective paper group – Second – Semester III

SEMESTER IV

Elective paper group – First – Semester IV Elective paper group – Second – Semester IV



Skill Courses in the respective subject

Electives would be discipline centric and only students from concerned departments can register.

ADMISSION

The minimum qualification for admission to M.A. Course is Graduate Degree. The details of eligibility conditions and admission procedure will be as per University rules. The candidates are required to attend minimum of a 75% of classes.

TEACHING AND EXAMINATION SCHEME

Course	Periods/Week	Examination	CCA	ESE	Total
		hours			
Theory Papers					
Course I	6	3	30	70	100
Course II	6	3	30	70	100
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Course IV	6	3	30	70	100

Per Semester

UNIVERSITY EXAMINATION

Each course paper shall be of three hours duration.

Note: The number of elective to be taught from each group in a particular year shall be decided by the Department. Electives offered will be announced at the beginning of the academic session. Each student shall be assigned one Elective Paper from Group ONE and the second from Group TWO. Elective papers will be allotted on merit-cum-choice basis as far as possible. In the odd semester two skill courses will be those offered by the respective departments in the even semester skill courses will be from other departments.



SCHEME OF EXAMINATION FOR M.A. PUBLIC ADMINISTRATION (SEMESTER SYSTEM) FOR THE EXAMINATION

INSTRUCTIONS FOR THE PAPER SETTERS AND THE STUDENTS

Max. Marks - 70 Min. Marks - 25

Duration - 3 hours

Note :

- (i) There shall be 9 questions in all. Five questions have to be attempted.
- (ii) The first question shall be short answer type containing 10 short questions spread over the whole syllabus to be answered in about 30 words each. It shall carry 10 marks and shall be a compulsory question.
- (iii) Rest of the paper shall contain 8 questions with internal choice. The entire syllabus has been divided into four units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit.



SEMESTER IV

	Grand '	Total		400 marks		24 credits
		Grand	Total	400 marks		24 credits
Paper XI : POI 304 Any one of the follow 404(a) 404(b)	ing Social A Public I	70 Admini Policy	30 stration	100	6-0-0	6
Paper XV : PUB 403 Any one of the follow 403(a) 403(b)	ing Develoj Econon	70 pment A nic Syst	30 Adminis tems an	100 stration d Administratio	6-0-0 on	6
Paper XIV : PUB 402		70	30	100	6-0-0	6
Paper XIII : PUB 401		70	30	100	6-0-0	6
THEORY PAPERS (Core/Elective Papers))	ESE	CCA	Total	Lecture- Tutorial- Practical/ Week	Credits

Total Marks of M.A. (Semester I, II, III & IV) 1600 marks and credit 96

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Skill Course – Right to Information



SEMESTER -IV

COURSE NO. PUB. ADM. 401

Administrative Thinkers

Unit I	Herbert A Sumon: Decision Making and Administrative Behaviour; Honri Fayol: Managerial Activities and Principles of Organisation.
Unit II	Motivation Theory of A.H. Maslow, Frederick Herzberg F.W. Rigg"s; Agraria Transitia and Fused Prismatic Model.
Unit III	Theory of Organisational Development: Chris Argyris, Rensis Likert, MC Gregor Theory of "X" and Theory "y".
Unit IV	Policy Sciences: Yehezkel Dror Administrative views of Confucius J.L. Nehru: Concept of Planning.
Prescribed	Readings:
S.S. Ali : I	Eminent Administrative Thinkers

S.R. Maheshwari: Administrative Thinkers

Prasad and Prasad: Administrative Thinkers (Hindi and English)

G.S. Sudha: Prabadhan Chitan Ka Itihas



COURSE NO. PUB. ADM. 402

Indian Constitution

- Unit I Sources of Indian Constitution Salient features of Indian Constitution, Fundamental Rights and Duties.
- Unit II Indian Federal System, Indian Securelism Indian President: Election Process, Powers and Position prime Minister Power and Position.
- Unit III Council of Ministers: Functions and role. The Parliament: Loksabha and Rajya Sabha: Composition and Powers. The Supreme Court: Jurisdiction, Powers and functions.
- Unit IV Union State Relations Administrative, Legislative and financial Election Commission: Organisation, Powers and functions. Union Public Service Commission: Organisation, functions and role.

Prescribed Readings:

M.J.K. Thavaraj: Financial Administration in India

P.K. Ghosh : Public Enterprises in India

Aaron wildarsky: The Politics of Budgetary Process



ELECTIVE PAPER

COURSE NO. PUB. ADM. 403

Development Administration

- Unit I Concept of Development Administration: Nature and Scope of Development Administration, Concept of Development Administration.
- Unit II Development and Non-Development Concept. Ecology of Development Administration: Interaction of the Political, Cultural and Economic system.
- Unit III Public Administration in Developing Countries with special reference to Nepal in Particular.
- Unit IV Administrative features in their Ecological Context Machinery of the Government at the National Level. The structure of Bureaucracy, Role of Bureaucracy in the Socio-Economic Development.

Prescribed Readings:

Faisal Al – Salem: The Ecology of Development Administration

Fred W. Riggs (ed): Frontiers of Development Administration

A.R. Tyagi: The Civil services in Developing Society



V.A. Pai Panadikar : Personnel System for Development Administration



OR

COURSE NO. PUB. ADM. 403

Economic Systems and Administration

- Unit I Defination and Nature of Economic System Relationship between Economic system and Administration. Role of Fiscal, Monetary and Price policies under various Economic system.
- Unit II Economic system in U.S.A. : Organisation of capitalist Economy, Maintenance of Competition in Capitalist Economy Planning Machinery and welfare measures.
- Unit III Economic System in U.K. and India: Problems of Nationalised Industries in UK., Indian Mixed Economy the study of Public Enterprises and their Management Planning Machinery in India.
- Unit IV Economic System in Asian Countries with special reference to china and Japan Factor effecting Economic system and Recent trends in Economic Policy.

Prescribed Readings:

- K.L. Handa: Financial Administration
- M.L. Seth : Theory and Practice of Economic Planning

Hazek : Economic Planning



Loucks : Comparative Economic System



ELECTIVE PAPER

COURSE NO. PUB. ADM. 404

Social Administration

- Unit I Social Administration: Meaning, Nature and scope Social Administration institutions at the central Level Composition and functions of Department of Social Welfare, Central Social welfare Board.
- Unit II Social Administration institutions at state Level Organisation and working of state Department of Social welfare, State social welfare Board. Directorate of Social Welfare.
- Unit III Methods of Social Administration: Social Case work, group work and Community work Role of Voluntary Agencies in developing societies and their relations with state.
- Unit IV Five years plans and social welfare Programmes, child Development and Nutrition, women Development and Development of Backward classes.

Prescribed Readings:

- G.B. Sharma: Social Administration in India
- C.R. While : Public welfare Administration



D.K. Mishra: Samajik Prashasan

David C. Marsh : An Introduction to Social Administration.



COURSE NO. PUB. ADM. 404

Public Policy

- Unit I Public Policy: Meaning, Nature, Scope and Importance Contribution of yehezkel Dror"s in Policy Science.
- Unit II Model of Public Policy Making: Process model, system Model, Institutional Rationalist Model and Mixed Scanning Model.
- Unit III Policy Formulation Problems, Preparation of Policy agenda, Formulation of Policy Proposal, Policy Decision Making policy Adoption.
- Unit IV The Administrative Process of policy implementation, Financial arrangement, Problems of Policy implementation. Policy evaluation process and its problems.

Prescribed Readings:

Kabra, K.N. : Public Policy

Yehezkel Dror : Public Policy Making Reexaming

Wade, Lavy L. : The Elements of public Policy



Jonesl Charlle"s O. : An Introduction to the study of Public Policy



COURSE NO. PUB. ADM. 405

Dissertatation

- Dissertation may be offered by the candidates who have secured at least 60% marks at the semester I, II and III examination.
- (ii) Dissertation be submitted within three weeks before the last Semester IV examination.


SKILL COURSE-I BASICS IN PUBLIC ADMINISTRATION

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basic Skills in Administration

- **Unit I** Meaning, nature and scope of Public Administration. Public and Private Administration
- Unit II Chief Executive : Functions, chief executive as general manager.
- **Unit III** Recruitment: Importance and Methods of recruitment, morale and motivation.
- **Unit IV** Budget meaning and significance, principles of a sound budget, preparation and execution of budget.

Books Recommended

Sharma, M.P. : Public Administration-Theory and Practice White: Introduction to the Study of Public Administration Willoughby: Principles of Public Administration.



SKILL COURSE-II BASICS IN ADMINISTRATION AND STATE

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics in Administration and State Issues

- **Unit I** The concept of laissez faire state, Welfare State and Administrative State.
- Unit II Political parties and Pressure Groups and their interaction.
- Unit III Organisaton of Government : Legislature, Executive, Judiciary.
- **Unit IV** Central Social Welfare Board, Railway Board and Reserve Bank of India.

Books Recommended

Waldo : Administrative State

Field : Government in Modern Society

Gupta, M.G. : Modern Government



SKILL COURSE-III INTRODUCTION TO FIELD WORK IN LOCAL SELF GOVERNMENT

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics of Field work in Local Self Work.

Unit I Definition and Concept of field work in Local Self Government.

- Unit II Methods and Techniques of field work in Local Self Government.
- Unit III Major Problems and limitation in field work in Local Self Government.
- Unit IV Preparation of Project Report on Local Self Government.

Books Recommended

Nigam, S.R.: Local Self Government M.Bhattacharya: Muncipal Government Problems and Prospects Jain, R.B. (ed): Panchyati Raj Ravindra Sharma: Bharat me Sthaniya Shashan



SKILL COURSE-IV : RIGHT TO INFORMATION

Total : 100 Marks ESE: 70 Marks CCA: 30 Marks Time Allowed: 3 hours

Objectives: to develop and understanding of Basics of Right to Information

- Unit I Right to Information: Meaning and concept
- Unit II Right to Information Act. 2005: Main Provision
- **Unit III** Right to Information Act. 2005: Implementation, Problems and Suggestions

Unit IV Preparation of Project Report on Right to Information

Books Recommended

Naib Sudhir – The Right to Information in India

Vyas A.K. – Implemention of R.T.I. Act. 2005 in Armed Forces and its Implications

Madabhushi Sridhar Acharyulu: R.T.I Use and Abuse



SYLLABUS

PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2020

M.A. (Final) Examination, 2021



JAI NARAIN VYAS UNIVERSITY JODHPUR



IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examinees be permitted to use their personal transistorised pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more that 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not confirm to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.



NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfil 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR (Academic)



SYLLABUS

PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2020

M.A. (Final) Examination, 2021



JAI NARAIN VYAS UNIVERSITY JODHPUR



Contents

LIST OF TEACHING STAFF GENERAL INFORMATION FOR STUDENTS M.A. (PREVIOUS) PUBLIC ADMINISTRATION M.A. (FINAL) PUBLIC ADMINISTRATION



DEPARTMENT OF PUBLIC ADMINISTRATION

LIST OF TEACHING STAFF

S.No.	Name & Designation	Qualification	Area of Specialization
	PROF. & HEAD		
1.	Dr. Meena Bardia	M.A.(Pol.Science	Indian Administration,
		& Public Adm),	State and Local
		Ph.D.	Administration
	PROFESSOR		



FACULTY OF ARTS, EDUCATION & SOCIAL SCIENCES MASTER OF ARTS

General Information for Students

The examination for the degree of Master of Arts, Education and Social Sciences shall consist of two parts : (i) The Previous Examination and (ii) The Final Examination.

The examination will be through theory papers/practicals/viva. Pass marks for the previous and final examinations are 36 % of the aggregate marks in all the theory papers and viva/practicals and not less than 25% marks in the individual theory paper viva/practicals. A candidate is required to pass in the written and the practical/viva examinations separately.

Successful candidates will be placed in the following divisions on the basis of the total marks obtained in previous and final examinations taken together !

First division 60%, Second division 48% and Third division 36%

No student will be permitted to register himself simultaneously for more than one post-graduate course.

ATTENDANCE

- 1. For all regular candidates in the faculties of Arts, Education and Social Sciences, Science, Law, Commerce and Engineering, the minimum attendance requirement shall be that a candidate should have attended at least 75% of the lectures delivered and tutorials held taken together as well as 75% of practicals and sessionals from the date of his/her admission.
- 2. Condonation of shortage attendance:

The shortage of attendance upto the limits specified below may be condoned on valid reasons

- i) Upto 6% in each subject plus 5 attendance in all the aggregate of subjects/papers may be condoned by the Vice-Chancellor on the recommendation of the Dean/Director/Principal for undergraduate students and on the recommendation of the Head of the Department for the post-graduate classes.
- ii) The N.C.C./N.S.S. Cadets sent out to parades and camps and such students who are deputed by the University to take part in games, athletic or cultural activities may, for purpose of attendance, be treated as present for the days of their absence in connection with the aforesaid activities and that period shall be added in their subjectwise attendance.



- Note: 1. The attendance for supplementary students will be counted from the date of their admission.
 - 2. In the Faculty of Engineering the attendance requirement will apply to each semester.

However, in case of practicals where examination is not held at the end of the first semester bu at the end of the second semester, attendance will be counted at the end of the second semester taking into account attendance put in both the semesters (first and second) taken together.

MEDIUM

Candidate are not allowed to use any medium except Hindi or English for answering question papers.

For answering papers in the subjects of English/Hindi the medium will be corresponding language only.

For answering question papers in the subject of Sanskrit the candidates are allowed to use Sanskrit, Hindi or English unless specified otherwise.



PUBLIC ADMINISTRATION NEW EXAMINATION SCHEME (Pattern of Question Paper)

PART-A (Hkkx&v)

Hkkx v ds IHkh iz'u vfuok;Z gS A bu iz'uksa ds mÙkj izR;sd 30 'kCnksa rd Ihfer gS A izR;sd iz'u 2 vad dk gS A The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (Hkkx&c)

izR;sd bdkbZ esa ls ,d iz'u dk p;u djrs gq, dqy ikip iz'uksa ds mÙkj nhft;s A izR;sd iz'u dk mÙkj yxHkx 250 'kCnksa rd Ihfer gS A izR;sd iz'u 7 vad dk gS A

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (Hkkx&I)

bl Hkkx ls dqy rhu iz'uksa ds mÙkj nhft;sA izR;sd iz'u dk mÙkj yxHkx 500 'kCnksa rd lhfer gSsA izR;sd iz'u 15 vad dk gS A Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words.Each question carries 15 marks



PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2020

There will be four papers, each of three hours duration and carrying 100 marks.

- Paper I : Principles of Public Administration
- Paper II : Comparative Public Administration
- Paper III: Public Personnel Administration
- Paper IV: Public Administration in India

M.A. (Final) Examination, 2021

- There will be Five papers, each of three hours duration and carrying 100 marks
- Paper V : Administrative Thought
- Paper VI : Financial Administration with Special Reference to India.

Optional Papers: VII & VIII

Any two papers are to be offered from any one of the following groups:

Group A : I : Economic Systems and Administration
II : Social Administration
Group B : I : International Organisation and Administration
II : State Administration in India with Special
Reference to Rajasthan
Group C : I : Urban Local Administration
II: Rural Local Administration
Group D : I : Research Methodology

II : Public Policy

Paper (IX): Indian Constitution and Administrative Institutions.



DISSERTATION

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 candidates offering dissertation shall be required to submit dissertation three weeks before M.A. Final Examination. There will be 75 marks for written dissertation and 25 marks for Viva-voce.

M.A. (Previous) Examination, 2020

PAPER I PRINCIPLES OF PUBLIC ADMINISTRATION

- Unit 1 : Basic Premise : Meaning, scope, nature and importance of Public Administration, Politics and Administration, the distinctions and similarities between public and private administration, New Public Administration. The Public Choice School; New Public Management Perspective.
- Unit 2 : Theories of Organisation: Scientific Management, The Bureaucratic theory of Organisation, Classical theory, The Human Relation theory, Behavioural Approach, Systems Approach, Organisational Effectiveness.
- Unit 3: Principles of Organisation: Formal and Informal Organisation, Hierarchy, Span of Control. Unity of Command, Authority and Responsibility, Coordination, Supervision, Centralisation and Decentralisation.

Structure of Organisation: Chief Executive, Line and Staff Agencies, Department, Head Quarter and field relationship.

- Unit 4 : Administrative Behaviour : Decision Making, Theories of leadership, Communication, Motivation and Control.
- Unit 5 : Citizen and Administration : People's Participation in Administration, Public policy process and Policy making models, Role of civil society, Right to information and Citizen's Charter

CORE BOOKS

Sharma, M.P.: Public Administration: Theory and PracticeWhite: Introduction to Public AdministrationBhambari, C.P.: Public AdministrationAwasthi& Mahaeshwari: Public Administration (Hindi& English)Prasad, D.R. & Others: Administrative Thinkers

ADDITIONAL READINGS

Frank Marini (en.): Towards New Public Administration Sharma, R.D.: Advanced Public Administration Rumki Basu: Public Administration-Concept and Theories Albert Lepawski: Administration Mohit Bhattacharya: Public Administration : Structure, Process and Behaviour



PAPER II COMPARATIVE PUBLIC ADMINISTRATION

- Unit 1 : Comparative Public Administration : Concept, Nature, Scope, Evolution and Significance; Features of Developed and Developing Societies Administration; Approaches to the Study of Comparative Public Administration.
- Unit 2: Weber's Typology of Authority and Administrative System with particular reference to the Ideal Type Bureaucratic Model, Rigg's Contribution with particular reference to Prismatic Society and Sala model, Rigg's view on Development.
- Unit 3: The Concept, Scope and Significance of Development Administration, Economic and Socio-Cultural Context of Development Administration, Concept of Administrative Development, Bureaucracy and Development Administration.
- Unit 4: Salient features of the Administrative Systems of U.K., U.S.A. and France: Comparative Study of their Political Executive.
- Unit 5: Organisation and working of following : Treasury (UK), State Department (USA), Ombundsman (Sweden), Independent Regulatory Commissions (USA), Councial of State (France).

CORE BOOKS

Sifflin: Towards the Comparative Study of Public Administration Riggs: Ecology of Administration Arora, Ramesh K. : Comparative Public Administration (Hindi and English) Chaturvedi, T.N.: Tulnatmak Lok Prashasan

ADDITIONAL READINGS

Ferrinl Heady: Public Administration-A Comparative Perspective Fred, W. Riggs : Administration in Developing Countries, Edward Weidner (ed.): Frontiers of Development Administration Verma, S.P. and Khanna : Comparative Public Administration



PAPER III PUBLIC PERSONNEL ADMINISTRATION

- Unit 1 : Public Personnel Administration : Meaning, nature and scope; Development and significance of Public Personnel Administration.
- Unit 2: Basic Concepts : Administration and Policy making; professionalisation of Civil Service; Administrative Culture; Bureacracy and Environment (Political, Social and Economic), Integrity in Administration; Concept of Ethic in Public Services.
- Unit 3: General Characteristics of Public Personnel Administration of U.S.A., U.K. and France, Need for Central Personnel Agencies, Organisation and Working of Central Personnel Agencies in U.S.A., U.K. and France.
- Unit 4: Recruitment and Training : Development of Merit system, Importance of recruitment; Methods of recruitment (U.S.A., U.K. and France); Importance and types of Training Institutions U.S.A., U.K., and France. Training techniques; Promotion; Seniority Versus Merit.
- Unit 5: Salary, Service Conditions, Service Rules; Management of Staff Relations; Disciplinary Procedures, Political Rights of Civil Servants (U.S.A., U.K. and France); Management Information system for Personnel Administration.

CORE BOOKS

Stahl, O. Glenn: Public Personnel AdministrationShafnitz, Jay (ed.): Personnel Management in GovernmentP.Pigors & C.A. Maynes: Personnel AdministrationGoel, S.L.: Public Personnel AdministrationSinha, V.M.: Public Personnel Administration (Hindi also)

ADDITIONAL READINGS

U.K Fulton Committee: The Civil Service Verma, S.P. & Sharma, S.K. : Managing Public Personnel System : A Comparative Perspective Jain, C.M.: Sevavargiya Prashasan Maheshwari,S.R. The Civil Service in Great Britain Jain, R.B.(ed): Aspects of Personnel Administration



PAPER IV PUBLIC ADMINISTRATION IN INDIA

- Unit 1: Evolution of Indian Administration: Kautilya, Mughal period & British Legacy. Constitutional framework: value premises of the Constitution, Parliamentary Democracy, federalism, Planning, Human Rights: National Human Rights Commission.
- Unit 2 : Union Government and Administration : President, Prime Minister, Council of Ministers, Cabinet Committees, Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Mojor Ministries and Departments.
- Unit 3: District Administration: Changing role of the District Collector, Law and Order and Development Management.
 Local Government : Panchyati Raj and Urban Local Government, Main features of 73rd and 74th Constitutional Amendment, Major Rural and Urban Development Programmes and their management.
- Unit 4: Public Services : All India Services, Central Services : Union Public Service Commission, Training in the changing context of governance.Administrative Reforms: Reforms since independence; Reports of the Administration Reforms Commission, Problems of Implementation.

Impact of Information Technology on Public Administration, Indian Administration and Globalisation

Unit 5: Major Issues in Indian Administration : Problems of Centre- State relations, Relationship between Political and Permanent Executive, Generalist and Specialist in Administration, Law and Order Administration, Changing nature of Indian Administration in context of Economic Reforms; Control and accountability over Indian Administration

CORE BOOKS

Maheshwari, S.R.: Indian Administration Jain, R.B.: Contemporary Issues in Indian Administration Hoshiar Singh & Mohiendra Singh: Public Administration in India Parmatma Sharan: Public Administration in India

ADDITIONAL READINGS

Mishra, B.B.: Government and Bureaucracy in India Ashok Chand : Indian Administration Kaushik, S.L & Others(eds.): Public Administration in India



Arora & Others (eds.): Indian Administrative System

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- bdkbZ& 5 Hkkjrh; iz'kklu esa ppkZ ds eq[; fo"k; % dsUnz&jkT; IEcU/kksa dh leL;k,a] jktuSfrd ,oa LFkk;h dk;Zikfydk ds chp IEcU/k] iz'kklu esa lkekU;K ,oa fo'ks"kK] dkuwu ,oa O;oLFkk iz'kklu] vkfFkZd lq/kkjksa ds lanHkZ esa Hkkjrh; iz'kklu dh ifjofrZr izd`fr] Hkkjrh; iz'kklu esa fu;U=.k ,oa mŸkjnkf;Ro

PUBLIC ADMINISTRATION NEW EXAMINATION SCHEME (Pattern of Question Paper)

PART-A (Hkkx&v)

Hkkx v ds lHkh iz'u vfuok;Z gS A bu iz'uksa ds mÙkj izR;sd 30 'kCnksa rd lhfer gS A izR;sd iz'u 2 vad dk gS A The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (Hkkx&c)

izR;sd bdkbZ esa ls ,d iz'u dk p;u djrs gq, dqy ikip iz'uksa ds mÙkj nhft;s A izR;sd iz'u dk mÙkj yxHkx 250 'kCnksa rd Ihfer gS A izR;sd iz'u 7 vad dk gS A



Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (Hkkx&l)

bl Hkkx ls dqy rhu iz'uksa ds mÙkj nhft;sA izR;sd iz'u dk mÙkj yxHkx 500 'kCnksa rd lhfer gSsA izR;sd iz'u 15 vad dk gS A Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words.Each question carries 15 marks

M.A. (Final) Examination, 2021 PAPER V ADMINISTRATIVE THOUGHT

- Unit 1: Administrative Thought of Kautilya, Confucius, and Woodrow Wilson.
- Unit 2 : Bureaucratic Theory of Max Weber, Scientific Management: Taylor; Administrative Management Theories: Fayol, Luther Gulick and Urwick.
- Unit 3: Administrative Thoughts of Chester I Bernard: Formal and Informal Organisation, Satisfaction, Equilibrium, Authority and Communication.
 Herbert A. Simon : Decision Making, Administrative Behaviour.



- Unit 4: Human Relations Theory : Fritz J. Roethlisberger and Elton Mayo, Hawthorne study, A.H. Maslow, Frederick Herzberg.
- Unit 5: Theory of Organisation Development : Chris Argyris; Rensis Likert McGregor; Policy sciences-Yehezkel Dror

CORE BOOKS

James C. Charlesworth: Theory and Practice of Public Administration Chester A. Bernard: The Functions of the Executive Henry Fayol: General and Industrial Management Goodnow: Politics and Administration Gulick & Urwick: Papers on the Science of Administration March, James, Simon: Organisation

ADDITIONAL READINGS

R.Prasad and Others: Administrative Thinkers S.S. Ali: Eminent Administrative Thinkers Arora and others(ed.): Theme and issues in Administrative Theory Ziauddinkhan & Verma: Prasasnik Vichardharaen, Vol. I&II Sjafriz, J.M. & Hyde Albert(ed.): Classics of Administration Waren Daniel A.: The Evolution of Management Thought

PAPER VI FINANCIAL ADMINISTRATION WITH SPECIAL REFERENCE TO INDIA

- Unit 1 : Introduction of Financial Administration : Importance of Finance in Administration; Constitutional Provisions relating to Financial Administration, Centre-State Financial relations, Finance Commission, Ministry of Finance in India.
- Unit 2 : Budget : Budget Teachniques-Line Item budget, Performance Budget; PPBS and Zero-based budget, Budgeting in India: formulation, Budgetary procedure in Parliament, Execution of Budget, Deficit finance and Public Debt.



- Unit 3: Machinery for Planning : Organisation and Working of Planning Commission and National Development Council: Planning Machinery at State and District levels and Plan formulation.
- Unit 4: Public Enterprises : Objectives and growth of Public Enterprises-Departments, Public Corporation, Government Companies and Holding company.
 Problems of Public Enterprises in India: Control over Public Enterprises, Economic Reforms, Liberalisation and Public Enterprises.
- Unit 5: Control over Financial Administration : Parliamentary Control over Public Finance, Parliamentary Financial Committees, Public Accounts Committee, Estimates Committee, Committee on Public Undertakings, Accounts and Audit, Comptroller and Auditor General of India.

CORE BOOKS

M.J.K. Thavaraj: Financial Administration in India P.K. Ghosh: Public Enterprises in India Aaron Wildarsky: The Politics of Budgetary Process U.N.: Govt. Budgeting and Economic Planning in Developing Countries

Paper VII & VIII

GROUP A

(I) ECONOMIC SYSTEMS AND ADMINISTRATION

- Unit 1: Introduction : Definition and Nature of Economic System; Relationship between Economic System and Administration; forces for making of various Economic systems; Role differential of Government, under various Economic Systems; Role of Fiscal, Monetary and Price Policies under various Economic Systems.
- Unit 2 : Economic System in USA: Organisation of Capitalist Economy, Maintenance of Competition in Capitalist Economy; Maintenance of



Stability and full employment; Planning, A Planning Machinery under Capitalism: Capitalism and Welfare Measures: A Critique of Capitalism in USA.

- Unit 3: Economic System in U.K.: Forms of Socialism, Administration and Problems of Nationalised Industries in U.K., A Critique of British Socialism.
- Unit 4: Economic System in India : Rationale of Mixed Economy, the Study of Public Enterprises and their Management, Nature of Planning and its Problems, Mixed Economy vis a vis Democratic Socialism, Nationalisation of means of Production; Recent trends in Economic Policy.
- Unit 5: Economic System in Asian Countries with special reference to China and Japan, Factors effecting Economic System—Political, ecological and cultural

CORE BOOKS

Loucks : Comparative Economic Systems Blodgett : Comparative Economics Systems

Richard, S.Charsce : Comparative Economics Systems

ADDITIONAL READINGS

Vaclar Holesovsky : Economic System: Analysis and Comparison Hazek : Collective Economic Planning M.L. Seth : Theory and Practice of Economnic: Planning K.L. Handa: Financial Administration

(II) SOCIAL ADMINISTRATION

- Unit 1 : Social Administration : Meaning, Nature, Scope and Principles Organisation : Social Administration at the Central level, Department of Social Welfare, Central Social Welfare Board: Composition, Functions and Status
- Unit 2: Social Administration at State level : State Department of Social Welfare; Directorate of Social Welfare; State Social Welfare Board: organisation and functions, Social Administration at District and Panchayat level.



- Unit 3: Methods of Social Administration : Social case work, group work and community Organization, Social Policy in India, Social legislations and Social Planning in India
- Unit 4: Role of Voluntary Agencies in developing societies and their relationship with the State; Personnel system for Social Administration; Need for creation of a special cadre for Social Administration Personnel at the Centre, State and local level's and determination of their service conditions.
- Unit 5: Five Years Plans and Social Welfare Programmes, Child Development and Nutrition, Women Development, Development of Backward Classes, Problems of Social Administration in India:
 (a) Co-ordination (b) Human Relations (c) Grant in aid
 (d) Common Civil Code

CORE BOOKS

David C. Marsh: An Introduction to Social Administration G.B.Sharma : Social Administration in India C.R. White: Public Welfare Administration D.K. Mishra : Samajik Prashashan

ADDITIONAL READINGS T.H.Marshall : Social Policy Friend Lender; : Introduction of Social Welfare D.R. Sachdev : Social Welfare Administration

Paper VII & VIII

GROUP B

(I) INTERNATIONAL ORGANISATIONAND ADMINISTRATION

 Unit 1: Evolution of Internationalism in theory and practice, Development of International Institutions,
 Characteristics of Present Community of Nations Universal State-State as a Unit; Nation-State co-operation and co-ordination, coexistence, Pacific methods for settlement of international disputes.

- Unit 2 : A brief history of League of Nations: Origin, Development Structure, Functions of its various organs, appraisal, causes of decline and its contribution process of its liquidation.
- Unit 3: Formation of the UN Charter, Purposes and Principles, Membership, Various organs of UNO: General Assembly, Security Council, Economic and Social Council, International Court of Justice, UN Secretariat; Role of Secretary General.
- Unit 4: Personnel Administration: Problems of International Civil Service, Budgetary Problems, UN development programmes, A Critical appraisal of UN, Revision of the UN Charter.
- Unit 5: UN special Agencies: Organisation and working of ILO, UNESCO, FAO, WHO and World Bank

CORE BOOKS

Claude, Eagleton : International Government Ohodrich : The United Nations Roy, M.P. : Antarrastriya Sangthan Leonard : International Organisation

(II) STATE ADMINISTRATION IN INDIA WITH SPECIAL REFERENCE TO RAJASTHAN

- Unit 1: State Administration in India and its growing importance : General background of State Administration, History of State Administration in Rajasthan; Constitutional Structure of State Government.
- Unit 2 : The Office of the Governor : Powers, Role in State Administrtion, Relationship with Council of Ministers; The Office of the Chief Minister : Powers, functions, position, Council of Ministers at State level.



Unit 3: Organisation of the State Secretariat : Administrative organization and working of Departments of Home and Finance in Rajasthan, Role of Chief Secretary.

Organisation and working of the following :

- 1. Revenue Board
- 2. Directorate of Higher Education
- Unit 4: Personnel Administration : Recruitment of Civil Services in Rajasthan; Organisation and working of Rajasthan Public Service Commission; Training of RAS, RPS and other services; Reforms in Personnel Administration, Lokayukta.
- Unit 5: District Administration : Organisation of District Administration, Collector : his functions and position, Police Administration at District level, S.D.O., Tehsildar and Patwari.

CORE BOOKS

Ziauddinkhan & Others: State Administration in Rajasthan Mohan Mukherjee: Administrative Innovations in Rajasthan Singh, C.M. & Others : Rajasthan Rajya Prashasan Sharma, Harish Chander : Rajasthan Rajya Prashasan

ADDITIONAL READINGS

Meena Sogani : The Chief Secretary in India Khandelwal, R.M. : State-Level Plan Administration in India Mehta, B.S. : Dynamics of State Administration

Paper VII & VIII

GROUP C

(I) URBAN LOCAL ADMINISTRATION

- Unit 1: Importance and Scope of Urban Administration, Urbanisation, Urban problems, Consequences of Urbasnisation; Challenges before Urban Bodies, General Features of Urban Local Administration of USA, U.K., France and India.
- Unit 2 : Structure of Urban Local Administration:



USA: Mayor Council Plan, Commission Plan and City Manager Plan, U.K. : Metropolitan Counties; Non-metropolitan counties. Central-Local Relation in England. France: The Municipal Council.

- Unit 3: Urban Bodies in India: Structure of Urban Local Bodies in India, Municipal Corporations, Municipal Councils and Municipalities, Functions of local bodies, Committee System, Municipal Executive.
- Unit 4: Municipal Personnel : Recruitment and Training, Municipal finance, Control over Urban local bodies.
- Unit 5: City Government of London, Paris and New York, Municipal Corporation of Calcutta, Bombay and Delhi, Town Planning and UIT.

CORE BOOKS

R. Agarwal: Municipal Government in IndiaM. Bhattacharya: Management of Urban Government in IndiaMunro: The Government of American CitiesChapman: An Introduction to French Local GovernmentHerman Finer : English Local Government

ADDITIONAL READINGS

Maheshwari : Bharat me Siharriya Shasab Nigam, S.R.: Local Self Government Martin Cross and Darid Mallen: Local Government System M.Bhattacharya: Muncipal Government Problems and Prospects Mukhopadhya, Ashok: Municipal Government and Urban Development

(II) RURAL LOCAL ADMINISTRATION

- Unit 1: Concept and Importance of Local Self Government, The Concept of Panchayati Raj in India, Features of Rural Local Administration of USA:, U.K.
- Unit 2: Evolution of Panchayati Raj in India, History of Rural Local Administration during British rule, Panchayati Raj after Independence: Balwant Rai Mehta Committee Report, Ashok Mehta Committee Report, L.M. Singhvi Committee Report, Characteristics of 73rd Constitution Amendment Act.



- Unit 3: Structure and working of Panchayati Raj Institutions in Rajasthan : Gram Sabha, Gram Panchayat; Panchayat Samittee and Zila Parishad.
- Unit 4: Panchayati Raj and Bureauracy: The Chief Executive officer, Vikas Adhikari, Panchayat Sachiv and other Officials of Panchayati Raj Institutions.
- Unit 5: State control over Panchayati Raj Institutions, State Finance Commission; Revenue Sources of Panchyati Raj Institutions, Organisation and working of Directorate of Panchayati Raj.

CORE BOOKS

Jain, R.B.(ed): Panchyati Raj Nigam, S.R.: Local Self Government S.R. Maheshwari: Local Government in India Mathur, M.V.: Panchayati Raj in Rajasthan Ravindra Sharma: Bharat me Sthaniya Shashan

Paper VII & VIII

GROUP D

(I) RESEARCH METHODOLOGY

Unit 1: Subject and object of Research Methodology: Task and role of research Methodology in Social Science with special emphasis on Public Administration, Study of behaviour of man under impact of socio-economic and political phenomena, Scope and limitations of social research



- Unit 2: The Scientific Method : Nature, aim and basic elements, Relationship of theory and fact; Theory Building in Public Administration: concepts, theory and hypothesis, their definitions and relationship.
- Unit 3: Nature of Scientific Social Study : The Research Design, Definition of problem and formulation of a working hypothesis, Methods of collecting data, observation, questionnaire and schedule interview, The case study method.
- Unit 4: Data Analysis and Presentation : Coding, tabulation interpretation; Technique of Scaling, Report writing chapters, footnotes, references, bibliography, rules of citing and quotations.
- Unit 5: Elementary Statitical Techniques : Problems of measurement in social research : Basic statistics: Frequency Distribution; Mean, Mode, Median, Measures of variability: Mean deviation, Standard deviation, correlation, uses and limitations of statistical methods.

CORE BOOKS

Kerlinelr,F.A: The Foundations of Behavioural Research Good, W.J. & Others: Research Method in Social Science Bernard S. Philips: Social Research Strategy and Tactics Hubert Bhalak: Social Statistics

ADDITIONAL READINGS

Pauline V. Young: Scientific Social Survey and Research Simpson & Kalka: Basic Statistics Ackoff: Design of Social Research R.K. Sapru: Public Policy

(II) PUBLIC POLICY

Unit 1 : Public Policy: Meaning, Scope and Nature, Importance of Study of Public Policy. Policy Science-Contribution of Yehezkel Dror's

Dror's Policy and Environment, Political Culture, Socio- Economic Conditions, Policy matters, Official participants, Level of politics.

Unit 2 : Model of Public Policy Makings : Process model : The Elite/Mass Model; The Group Model, The System Model, The Institutional Model, The Output Model, The Incremental Model, The Rationalist Model, The Mixed Scaning Model (Amitai Etizioni).

- Unit 3: Policy Formulation and Adoption: Policy problems, Classification and Analysis of policy problem, Preparation of policy agenda, Formulatian of policy proposal, Policy Decision making; Policy Adoption.
- Unit 4: Implementation of Public Policy: Policy programmes and projects: Policy implementers, The Administrative process of policy implementation, Financial arrangement, Problems in Policy implementation, Participation of beneficiaries, Involvement of other interests, Political support, Trouble shooters.
- Unit 5: Policy Evaluation : Policy impact, Problems in Policy evaluation. Policy evaluation process; Politics of evaluation, Policy change

CORE BOOKS

Jones, Charles O.: An Introduction to the Study of Public Policy Yehezkel Dror: Public Policy Making-Re-examined James E. Anderson: Public Policy Making Wade, Lavy L.: The Elements of Public Policy Kabra, K.N. : Public Policy ADDITIONAL READINGS

Wade, Larry L, & R.L. Curry: A Logic of Public Policy Ranney, Austin (ed.): Political Science and Public Policy Richard Rose(ed.): Policy Making in Great Britain Herald D. Lasswell: The Decision Process

PAPER IX

INDIAN CONSTITUTION AND ADMINISTRATIVE INSTITUTIONS

- Unit 1: The Government of India Act, 1919 and 1935, Constituent Assembly: Composition and working, Sources of Indian Constitution, Salient features of Indian constitution, The Preamble, Indian Federal System and Indian Secularism.
- Unit 2 : Fundamental Rights and Duties, Directive Principles of the State Policy; Indian President: Election Process, Powers and Position, Prime



Minister: Powers and Position; Council of Ministers: Functions, and Role.

- Unit 3: The Parliament : Lok Sabha and Rajya Sabha: Composition and Powers, The Supreame Court: Jurisdiction, Powers and functions, Amending Procedure of the Indian Constitution, Union -State Relation: Administrative, Legislative and Financial, Election Commission: Organisation, Powers and Functions, Union Public Service Commission: Organisation, functions and role.
- Unit 4: The Governor : Powers and Position, The Chief Minister: functions and role, State Assembley: Organisation and functions, The High Court: Jurisdiction, Powers and functions, The role, Powers and functions of Collector in District Administration.
- Unit 5: The Salient features of Administrative State, The Concept of Welfare State, The features of Democratic Administration, The Organisation of Government: Legislative : its role and decline in modern times, Executive : Types and Functions; Judiciary: Functions and role, Judicial Review, Rule of Law, Administrative Law, Right to Information, The Pattern of Indian Ombudsman : Lokpal and Lokayukta.

BOOKS RECOMMENDED :

K.V. Rao : Parliament and Democracy in India.
G.N. Singh: Landmarks in Constitutional Development in India.
John Morris: India Parliament at work
Pylee : Constitutional Government of India.
Gupta D.C. : Indian Government and Politics.
J.R. Siwach: Indian Government and Politics.
Norman D. Palmer: The Indian Poltical System
R.C. Agarwal: Indian Government and Politics
B.L. Fadia: Indian Government and Politics (Hindi and English)

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¹/₄II¹/₂ Hkkjr esa jkT; iz'kklu jktLFkku jkT; ds fo'ks"k lanHkZ esa

- bdkbZ& 1% Hkkjr esa jkT; iz'kklu % bldk c<+rk gqvk egŸo] jkT; iz'kklu dh lkekU; i`"BHkwfe] jktLFkku esa jkT; iz'kklu dk bfrgkl] jkT; ljdkj dh laoS/kkfud lajpuk
- bdkbZ& 2% jkT;iky dk in % 'kfDr;ka] jkT; iz'kklu esa Hkwfedk] eaf=ifj"kn ds lkFk IEcU/k] eq[;ea=h dk in% 'kfDr;ka] dk;Z] infLFkfr] jkT; Lrj ij efU=ifj"kn
- bdkbZ& 3% jkT; lfpoky; dk laxBu] jktLFkku esa x`g] foŸk foHkkx dk laxBu ,oa dk;Zdj.k] eq[; lfpo dh Hkwfedk

fuEu dk laxBu ,oa dk;Zdj.k % 1- jktLo e.My

2- mPp f'k{kk funs'kky;

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- bdkbZ& 4% dkfeZd iz'kklu % jktLFkku esa yksd lsokvksa dh HkrhZ] jktLFkku yksd lsok vk;ksx dk laxBu ,oa dk;Zdj.k] jktLFkku iz'kklfud lsok] jktLFkku iqfyl lsok rFkk vU; lsokvksa ds fy, izf'k{k.k] dkfeZd iz'kklu esa lq/kkj] yksdk;qDr
- bdkbZ& 5% ftyk iz'kklu % ftyk iz'kklu dk laxBu] ftyk/kh'k] dk;Z ,oa fLFkfr] ftyk Lrj ij iqfyl iz'kklu] mi[k.M vf/kdkjh ¼,I-Mhvks-½] rglhynkj ,oa iVokjh

iz'ui=&VII ,oa VIII

xzqi&lh

1/4I1/2 uxjh; LFkkuh; iz'kklu

- bdkbZ& 1% uxjh; LFkkuh; iz'kklu dk egÙo ,oa {ks=] uxjhdj.k] uxjh; leL;k,i] uxjhdj.k ds ifj.kke] uxjh; fudk;ksa ds le{k pqukSfr;ki] ;w-,l-,-] ;w-ds-] Ýkal rFkk Hkkjr ds uxjh; iz'kklu dh fo'ks"krk,j
- bdkbZ& 2% uxjh; LFkkuh; iz'kklu dh lajpuk ;w-,I-, % es;j ifj"kn~ ;kstuk] deh'ku lyku] lhVh esustj lyku] ;w-ds- egkuxj {ks=] xSj egkuxj {ks=] baxyS.M esa dsUnzh; LFkkuh; IEcU/k] Ýkal% uxj ifj"kn~
- bdkbZ& 3% Hkkjr esa uxjh; fudk; % Hkkjr esa uxjh; LFkkuh; fudk;ksa dh lajpuk] uxjfuxe] uxj ifj"kn~ rFkk uxj ikfydk,j] LFkkuh; fudk;ksa ds dk;Z] lfefr iz.kkyh] uxjh; dk;Zdkjh vf/kdkjh
- bdkbZ& 4% uxjh; dkfeZd % HkrhZ ,oa izf'k{k.k] uxjh; foŸk] LFkkuh; fudk;ksa ij fu;U=.k
- bdkbZ& 5% yUnu] isfjl] rFkk U;w;kdZ dh 'kgjh ljdkj] dydŸkk] cEcbZ ,oa fnYyh esa uxj fuxe] 'kgjh fu;kstu] ;w- vkbZ-Vh-

1/4II1/2 xzkeh.k LFkkuh; iz'kklu

bdkbZ& 1% LFkkuh; Lo'kklu dh ladYiuk ,oa egŸo] Hkkjr esa iaapk;rh jkt dh ladYiuk] ;w-,l-,- ,oa ;w-ds- ds xzkeh.k LFkkuh; iz'kklu dh fo'ks"krk,a



- bdkbZ& 2% Hkkjr esa iapk;rh jkt dk fodkl&fczfV'k 'kklu dky esa xzkeh.k LFkkuh; iz'kklu dk bfrgkl] Lora=rk ds i'pkr~ iapk;rh jkt % cycUrjk; esgrk lfefr izfrosnu] v'kksd esgrk lfefr izfrosnu] ,y-,e- fla?koh lfefr izfrosnu] 73osa lafo/kku la'kks/ku vf/kfu;e dh fo'ks"krk,s
- bdkbZ& 3% jktLFkku esa iapk;rh jkt laLFkkvksa dh lajpuk ,oa dk;Zdj.k] xzke IHkk] xzke iapk;r] iapk;r lfefr rFkk ftyk ifj"kn~
- bdkbZ& 4% iapk;rh jkt ,oa ukSdj'kkgh(eq[; dk;Zdkjh vf/kdkjh] fodkl vf/kdkjh] iapk;r lfpo RkFkk iapk;rh jkt laLFkkvksa ds vU; vf/kdkjh
- bdkbZ& 5% iapk;rh jkt laLFkkvksa ij jkT; dk fu;U=.k] jkT; foŸk vk;ksx] iapk;r jkt laLFkkvksa ds foŸkh; lalk/ku] iapk;rh jkt funs'kky; dk laxBu ,oa dk;Zdj.k

iz'u&i= VII ,oa VIII

Xkzqi&Mh

1/4I1/2 'kks/k izfof/k

- bdkbZ& 1% vuqla/kku i)fr dk fo"k; ,oa mn~ns'; % yksd iz'kklu ds fo'ks"k lanHkZ esa lkekftd foKku esa vuqla/kku i)fr dk dk;Z ,oa Hkwfedk] ekuoh; O;ogkj ij jktuSfrd ifjn`'; ,oa lkekftd&vkfFkZd izHkkoksa dk v/;;u] lkekftd vuqla/kku dk {ks= ,oa lhek;sa
- bdkbZ& 2% oSKkfud i)fr % izd`fr] mn~ns'; ,oa ewy rÙo] fl)kUr ,oa rF; dk fl)kUr] yksd iz'kklu esa fl)kUr fuekZ.k IdaYiuk] fl)kUr ,oa izkdYiuk] mudh ifjHkk"kk ,oa IEcU/k
- bdkbZ& 3% oSKkfud lkekftd v/;;u dh izd`fr % vuqla/kku izk:i] leL;k dh ifjHkk"kk] dk;Zdkjh ifjdYiuk fuekZ.k] vkadM+k ladyu i)fr;ka] voyksdu] iz'ukoyh ,oa vuqlwph lk{kkRdkj] dsl LVsMh i)fr
- bdkbZ& 4% vkadM+k fo'ys"k.k ,oa izLrqfrdj.k% dksfMax ¼ladsrhdj.k½] lwphdj.k] O;k[;k] vuqekiu dh rduhdh]

izfrosnu ys[ku v/;k;] QqVuksVI] lanHkZ xzaFklwph] m)j.k ds fu;e

bdkbZ& 5% izkFkfed lkaf[;dh dh rduhfd;ka % lkekftd vuqla/kku esa vuqekiu dh leL;k,a] ewy lkf[;dh] vko`fÙk foHkktu] ehu&eksM&feM;u] ifjorZu'khyrk ekiu] fopyu ek/;e] ekud fopyu lglEcU/k] lkaf[;dh i)fr dk iz;ksx ,oa lhek,a

1/4II1/2 yksd uhfr

bdkbZ& 1% yksd uhfr vFkZ] {ks= ,oa izd`fr] yksd uhfr ds v/;;u dk egŸo

uhfr foKku&;stdy M^aksj dk ;ksxnku

M^aksj dh uhfr ,oa ifjos'k] jktuSfrd laLd`fr] lkekftd&vkfFkZd n'kk,sa] uhfr ekeys] vf/kdkfj; Hkkxhnkjh] jktuhfr dk Lrj

- bdkbZ& 2% yksd uhfr fuekZ.k izk:i % izfØ;k izk:i] bfyV@ekl izk:i] lewg izk:i] O;oLFkk izk:i] laLFkkxr izk:i] fuxZe izk:i] vfHkogZu izk:i] rkfdZd izk:i] feDIM Ldsfuax izk:i ¼vferkbZ ,Ut;ksuh ½
- bdkbZ& 3% uhfr fuekZ.k ,oa xzg.k % uhfr leL;k,a] oxhZdj.k ,oa uhfr leL;k dk fo'ys"k.k] uhfr dk;Z lwph dh rS;kjh] uhfr izLrko fuekZ.k] uhfr fu.kZ;u] uhfr xzg.k
- bdkbZ& 4% yksd uhfr dh fØ;kfUofr% uhfr dk;ZØe ,oa ifj;kstuk % izksxzke ,oa izkstsDVI % uhfr dk fØ;kUo;u] uhfr fØ;kUo;u dh iz'kklfud izfØ;k] foŸkh; O;oLFkk] uhfr fØ;kUo;u esa leL;k,] ykHkkfUorh dh Hkkxhnkjh] vU;fgrksa dk tqM+ko] jktuSfrd leFkZu] leL;k fuokjd
- bdkbZ& 5% uhfr ewY;kdau % uhfr izHkko] uhfr ewY;kdau dh leL;k,a] uhfr ewY;kdau izfZØ;k] ewY;kdau dh jktuhfr] uhfr ifjorZu

iz'u i= IX uoe~

Hkkjrh; lafo/kku ,oa iz'kklfud laLFkk,j

bdkbZ& 1% Hkkjrh; 'kklu vf/kfu;e] 1919 ,oa 1935] lafo/kku fuekZ=h lHkk% laxBu ,oa dk;Ziz.kkyh] Hkkjrh; lafo/kku ds L=ksr] Hkkjrh; lafo/kku dh izeq[k fo'ks"krk,j]



izLrkouk] Hkkjrh; la?kh; O;oLFkk ,oa Hkkjrh; iaFk fujis{krk

- bdkbZ& 2% ekSfyd vf/kdkj] ,oa dÙkZO;] jkT; ds uhfr&funsZ'kd rRo] Hkkjrh; jk"V^aifr % pquko izfØ;k] 'kfDr;k; ,oa fLFkfr] iz/kkueU=h % 'kfDr;k; ,oa fLFkfr] ea=h ifj"kn % dk;Z ,oa Hkwfedk
- bdkbZ& 3% laln % yksd lHkk ,oa jkT; lHkk % xBu ,oa 'kfDr;kj] mPpre U;k;ky;% {ks=kf/kdkj ,oa 'kfDr;kj Hkkjrh; lafo/kku esa la'kks/ku dh izfØ;k] la?k&jkT; lEcU/k % iz'kklfud] fo/kk;h ,oa foÙkh;] fuokZpu vk;ksx % xBu] 'kfDr;kj ,oa dk;Z] la?k yksd lsok vk;ksx % xBu] dk;Z ,oa Hkwfedk
- bdkbZ& 4% jkT;iky % 'kfDr;k; ,oa fLFkfr] eq[;eU=h % dk;Z ,oa Hkwfedk] jkT; fo/kkulHkk % laxBu ,oa dk;Z] mPp U;k;ky; % {ks=kf/kdkj] 'kfDr;k; ,oa dk;Z] ftyk iz'kklu esa ftyk/kh'k dh Hkwfedk] 'kfDr;k;] ,oa dk;Z
- bdkbZ& 5% iz'kklfud jkT; dh fo'ks"krk,i] dY;k.kdkjh jkT; dh vo/kkj.kk] yksdrkfU=d iz'kklu ds y{k.k] ljdkj dk laxBu % O;oLFkkfidk& Hkwfedk ,oa vk/kqfud le; esa blds âkl ds dkj.k] dk;Zikfydk % izdkj ,oa dk;Z] U;k;ikfydk % dk;Z ,oa Hkwfedk] U;kf;d iqujkoyksdu] dkuwu dk 'kklu] iz'kklfud fof/k] lwpuk dk vf/kdkj] Hkkjr dk vksEcqM+~leSu izfreku % yksdiky ,oa yksdk;qDr

iqLrdsa %

,e-ih- jk; % Hkkjrh; lafo/kku ts-lh- tkSgjh % Hkkjrh; 'kklu ,oa jktuhfr ,-,l- ukajx % Hkkjrh; 'kklu ,oa jktuhfr ,l-iqjh % Hkkjrh; jktuhfrd O;oLFkk ,e-ih- jk; ,oa vkj-,u f=osnh % Hkkjrh; 'kklu ,oa jktuhfr iq[kjkt tSu ,oa vkj-,u f=osnh % Hkkjrh; 'kklu ,oa jktuhfr iq[kjkt tSu ,oa ch-,y- QfM+;k % Hkkjrh; 'kklu ,oa jktuhfr "kekZ] ,p-lh-% iz'kklfud laLFkk,j ft;kmn~nhu [kka ,oa vUrj flag % iz'kklfud laLFkk,a ch-,y- QfM;k&Hkkjrh; 'kklu ,oa jktuhfr

