



**DIRECTORATE OF DISTANCE EDUCATION**  
**KURUKSHETRA UNIVERSITY,**  
**KURUKSHETRA-136 119**

(Established by the State Legislature Act XII of 1956)

**SCHEME OF EXAMINATION FOR M.A. (FINAL, 2019-20)**  
**PUBLIC ADMINISTRATION**  
**(ANNUAL SYSTEM)**

| Paper No.                                                                                       | Title of the Paper                                                                          | Max. Marks | Time    |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------|---------|
| VI                                                                                              | Public Administration in India<br>(Theory 80+Int. Assessment 20)                            | 100        | 3 Hours |
| VII                                                                                             | Economic Policy and Administration<br>(Theory 80+Int. Assessment 20)                        | 100        | 3 Hours |
| VIII                                                                                            | Research Methods in Public<br>Administration<br>(Theory 80+Int. Assessment 20)              | 100        | 3 Hours |
| Paper IX & X<br>Candidates are required to choose any one group out of the following<br>groups: |                                                                                             |            |         |
| Group A:                                                                                        |                                                                                             |            |         |
| IX                                                                                              | Urban Local Government in India,<br>(Theory 80+Int. Assessment 20)<br>Britain, France & USA | 100        | 3 Hours |
| X                                                                                               | Rural Local Development<br>Administration<br>(Theory 80+Int. Assessment 20)                 | 100        | 3 Hours |



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

**Paper-VI : Public Administration in India**

Maximum Marks : 80

Internal Marks : 20

Time : 3 Hours

- Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.
- Unit-1** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.
- Unit-II** Evolution of Indian Administration: Ancient, Mughal Period and British Influences on Indian Administration; Features of Indian Administration, Federation and Parliamentary Democracy. Political Executive at the Union Level: President; Prime Minister; and Council of Ministers. The Cabinet Secretariat and Central Secretariat. Administrative Reforms.
- Unit-III** Administrative Organisation and Functions of Ministry of Home, Defence and External Affairs. Administration of Law and Order at Centre State and District Levels. Board and Commissions: Railways Board And Finance Commission. Centre-State Relations - Legislative, Administrative, Financial and Planning.
- Unit-IV** Public Services: All India Services; Central and State Services - Classification, Recruitment, Training, and Promotion. Service Rules and Political Rights of Civil Servants. Central Personnel Agency-Union Public Service Commission. Integrity in Administration.
- Unit-V** State and District Administration: Governor, Chief Minister and Council of Ministers. State Administration; State Secretariat and Chief Secretary, District Administration: District Collector, Powers, Functions and his Changing Role. District Rural Development Agency and Special Development Programmes. Administration for welfare of SCs and STs. Accountability of Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal & Lok Ayukt.

### **Books Recommended :**

1. G.P. Pilani & Hoshier Singh: Administration & Social Changes, Jaipur: Printwell Publishers, 1985.
2. Avasthi: Central Administrative, Tata McGraw Hill, Publishers Co. Pvt. Ltd. 1988, New Delhi.
3. R.B. Jain: Contemporary Issues in Indian Administration, Delhi: Vishal Publishers, 1976.
4. S.R. Maheshwari: Indian Administration, Delhi: Orient Longman, 1989.
5. C.P. Bhambri: Public Administration in India, Delhi, Vikas 1973.
6. V. Bhaskara Rao and b. Venkateswarlu (ed.): Parliamentary Democracy in India: Trends and Issues, Delhi, Mittal Pub. 1987.

### **Paper-VII : Economic Policy and Administration**

Maximum Marks : 80

Internal Marks : 20

Time : 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**Unit-I** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II** Meaning, Features and Causes of an Underdeveloped Economy like India. Main Issues of Development, Role of Government in Economic Development. Nature and Reasons of Growing. Importance of Economic Planning in Underdeveloped Regions of the World with Particular Reference to India. Planning in India with Reference to: The Growth of the Planning Ideas. Machinery for Planning, planning Commission & National Development Council.



- Unit-III** Process of Plan Formulation and Implementation at Central, State and District Levels. Strategy of Economic Planning in India, Five Year Plan. New Economic Policy - Liberalisation, Privatisation and Globalisation and their Impact on Indian Economy.
- Unit-IV** Industrial Policies of 1948, 1956, 1977 , 1980 and 1991 . Role of Public Sector in India. Major Forms of Organisation of Public Enterprises: Departmental, Company and Corporation.
- Unit-V** Governing Boards of Public Enterprises: Nature, Composition and problems. Management of Investment, Pricing and Other Policies. Personnel Administration in Public Enterprises: Recruitment and Training. Autonomy and Accountability of Public Enterprises. Parliamentary, Ministerial and Audit Controls.

**Books Recommended :**

1. A.N. Aggarwal: Indian Economy, Delhi: wiley Eastern Ltd. 1987.
2. A. Ghosh: Indian Economy - Its Nature and Problems, Calcutta: The World press Pvt. Ltd. 1986.
3. Dutt and Sundharam: Indian Economy, Delhi: S. chand & co., 2004.
4. B.L.Mathur: Economic Policy and Administration (Hindi), Jaipur: RBSA Publishers, SMS Highway 1990.
5. R.P.Mishra: District Planning, New Delhi, concept publishing company 1986.
6. Kamta Prasad: Planning in Market, Economy: A Study of the French Planning System, New Delhi: IIPA, 1984.
7. Saul Estrin and P. Holmes: French planning in Theory and practice, London: George Allen and Unwin 1983.
8. V.V. Ramanadhan (ed.), public Enterprises and the Developing world, London : Groom Helm, 1984.
9. A.H. Hansen: Public Enterprises and Economic Development, London: Routledge and Kegan, 1972
10. Laxmi Narain : Principles and Practice of Public Enterprises Management, New Delhi: S. Chand & Co. 1988.

### **Paper-VIII : Research Methods in Public Administration**

Maximum Marks : 80

Internal Marks : 20

Time : 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**Unit-I** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II** Social Science Research: Meaning, Nature, objectives and Types, scientific Methods of Social Science Research- Meaning, Characteristics and Various Stages of Scientific Methods. Importance of Scientific Methods in the Study of Public Administration. Scientific Method & Studies of Values in Social Sciences.

**Unit-III** Identifications of Research Problem. Hypothesis: Concept and Types. Research Designs, (Exploration Descriptive & Experiment) & Research Studies (panel, case & Area). Selection of Universe & various Methods of Sampling.

**Unit-IV** Data collection: Sources of Data (primary & Secondary Sources), Tools & Techniques of Data Collection (Content, Analysis, Questionnaire, Interview Schedules, Observation and Projective Techniques. Classification of Data Codification of data, Tabulation of Data and Verification of Hypotheses.

**Unit-V** Analysis of Data: Statistical Method- Significance & Limitations, Measures of central tendency (Mean, Median, & Mode), Measure of Dispersion (Range, Quartile, Mean Deviation & Standard Deviation). Report writing.

#### **Books Recommended :**

1. Goode & Hatt: Methods of Social Research, New Delhi, McGraw Hill Book Company, 1987.
2. Pauline V. Young: Scientific Social Survey & Research, New Delhi, printice Hall of India, 1979.



3. John Galtung: Theory & Methods of Social Research, New Delhi, Colombia University Press, 1967.
4. B.M. Jain: Research Methodology, Research publications (Hindi), Jaipur.
5. R.N. Trivedi and O.P. Shukla: Research Methodology, Jaipur Research publication (Hindi).
6. S.R. Bajpai: Methods of Social Survey & Research. (Hindi & English), Kanpur, Kitab Mahal.
7. S.R. Kothari: Research Methodology- Methods & Techniques (2nd Ed.), New Delhi; Wiley Eastern Ltd.
8. C.J. Pearsons: Thesis & Project Work, A Guide to Research & Thesis Writing, London; Allen & Unwin, 1973.
9. Jonathan Anderson: Berry, H. Durston, Millicent poole Thesis & Assignment Writing, New Delhi; Wiley Eastern Limited, 1977.

**Paper-IX (Group -A) Urban Local Government in India, Britain, France & USA**

Maximum Marks : 80

Internal Marks : 20

Time : 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit- II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**Unit-I** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

**Unit-II:** Meaning, Scope and Significance of Urban local Government, Urbanisation Challenges and Remedies. Features of Urban Local Government in India, UK, USA and France.

**Unit-III:** Structure, Organisation and Functions of Urban Local Governments in India, Britain, France and USA. Municipal Finance in Britain and France.

**Unit-IV:** State- Local Relations in India and USA. Central-Local Relations in Britain and France. Local Government Reforms in India, Britain, France and USA. Municipal Finance in USA.

**Unit-V:** Municipal Personnel Administration - Various types; Recruitment and Training; Municipal Leadership; Role of Political Parties; People's Participation. Municipal Finance in .....

**Books Recommended :**

1. Pardeep Sachdeva: Urban Local Government and Administration in India, Kitab Mahal , New Delhi , 2000 .
2. S.L.Kaushik: Leadership in Urban Government in India, Allahabad: Kitab Mahal 1989.
3. Sahib Singh and Swinder Singh: Local Government in India, Jalandhar: New Academic Publishing Co. 1991.
4. Pardeep Sachdeva: Dynamics of Municipal Government and Politics in India, New Delhi, Kitab Mahal 1991.
5. David Wilson & Chris Game & others: Local Government in the United Kingdom, London: Macmillan 1994.
6. Tony Byrne: Local Government in Britain, London: Penguin Press 5th Ed. 1990.
7. Vincent Ostrom and Others: Local Government in the United States, San Franscisco, California, ICS Press, 1988.
8. Michael Keating: Comparative Urban Politics, Edward Elgar Publishing Ltd. Hamshire, England, Gover House Croft road, Aldershot, 1992.

**Paper-X (Group -A) Rural Local Development Administration**

Maximum Marks : 80

Internal Marks : 20

Time : 3 Hours

**Note:** There will be one compulsory question of multiple choice in UNIT-I and Eight questions will be set from Unit-II to Unit-V of the syllabus, two questions from each unit. Candidates are required to attempt one question from each unit. All questions carry equal marks.

**Unit-I** There will one compulsory question in the UNIT-I and it will be Multiple Choice Question (MCQ) type and will be based on the



syllabus prescribed in other four units (UNIT-II to UNIT-V) of the syllabus.

- Unit-II** Meaning, Concept and Scope of Rural Local Administration. Growth of Rural Administrative Institutions in India. Impact of Balwant Rai and Ashok Mehta Committees Reports in Rural Development. Panchayati Raj in India: Organisation and Working of Gram Panchayat, Panchayat Samiti and Zila Parishad.
- Unit-III** Panchayati Raj Administration and Administrative Machinery for Rural Development at National, State, District and Block levels. Rural Leadership. People Participation. Role of Political Parties in Panchayati Raj. Panchayati Raj before and after 73rd Constitutional Amendment Act. Panchayati Raj Finance.
- Unit-IV** Policy and Programmes for Rural Development: Rural Energy Programme, Rural Development Programme under Five year plans. Agriculture and Rural Development. Role of District Industry Centre, Rural Industrialization, Ministry of Rural Development-Organisation and Functions; IT and Rural Development.
- Unit-V** Cooperation and Rural Development. Role of Cooperatives, Cooperative Principles. Forms of Cooperatives. Cooperative Administration at the Centre, State and Local Levels, Relations between Cooperatives and Rural Local Bodies.

**Books Recommended :**

1. S.R. Maheshwari: Local Government in India, New Delhi: Origin Longman 1984.
2. Bhatnagar: Rural Development in India, New Delhi: Light and Life Publishers, 1978.
3. Hoshiar Singh: Rural Development in India, Jaipur: Printwell Publishers, 1985.
4. S.R. Maheshwari: Rural Development in India, A Public Policy Approach, New Delhi: Sage Publications, 1985.
5. S.N. Mishra: New Horizons in Rural Development Administration, New Delhi: Mittal Publications, 1989.
6. Vasant Desai: Fundamentals of Rural Development: A Systems Approach, New Delhi: Himalaya Publishing House, 1991.
7. B.S. Khanna: Rural Development in India, New Delhi: Deep & Deep Publications, 1992.
8. Sahib Singh and Swinder Singh: Local Government in India, New Academic Publishing Co. Jalandhar, 1992.