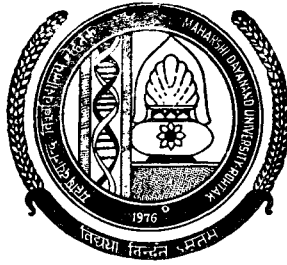


# Maharshi Dayanand University Rohtak



## Ordinances, Syllabus and Courses of Reading for B.A. (Hons.) Pub. Administration Examination

Session—2002-2003

*Available from :*

Deputy Registrar (Publication)

Maharshi Dayanand University

Rohtak-124 001 (Haryana)

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At the Counter : Rs. 50/-

By Regd. Parcel : Rs. 75/-

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**ORDINANCE: B.A./B.SC./B.COM.(HONOURS)  
EXAMINATION**

1. The Bachelor of Arts (Hons.), the Bachelor of Science (Hons.) and the Bachelor of Commerce (Hons.) Examinations shall be in three parts. Part-I Examination shall be held at the end of the first year Part-II Examination at the end of the second year and Part-III Examination at the end of the third year.

The Examinations in Part-I,II & III shall be held once a year, ordinarily in the month of April/May, on such dates as may be fixed by the Vice-Chancellor.

A Supplementary examination for those who are to re-appear in one or more subsidiary or/and qualifying subject and who are to re-appear for improvement in papers of main subject in Part-III shall be held ordinarily in the month of September/October of the same year on a date to be fixed by the Vice-Chancellor.

2. (a) No one shall be eligible to join the first year (Part-I) class of B.A. /B.Sc./B.Com. (Hons.) Course unless he/she has passed (a) Senior Secondary Certificate (10+2) Examination of Haryana Board of School Education, Bhiwani or (b) B.A./B.Sc./B.Com./B.Sc. (Home Science) Part-I Examination, as the case may be under old scheme of this University; or (c) any other Examination recognised by this University as equivalent to (a).or (b) above, obtaining:-
- i) For admission to B.A. (Hons.) 50% marks in aggregate or 50% marks in the subject of Hons. course.
  - ii) For B.Sc. (Hons.) 60% marks in aggregate and 65% marks in the subjects of Hons. Course. Provided that for B.Sc.(Hons.) Computer science, the candidate must have secured 60% marks in aggregate with 60% in either of the four subjects-Physics, Mathematics, Computer Science and Statistics.
  - iii) For B.Com. (Hons.) 55% marks in aggregate or 55% marks in the subject of Hons. Course.

- b) No one shall be eligible to join the 2nd year (Part-II), class of the B.A. /B.Sc./B.Com. (Hons.) course unless he has passed First year (Part-I) Exam. of the B.A.B.Sc./B.Com. (Hons.) under new scheme of this University.
  - c) No one shall be eligible to join the third year (Part-III) class of the B.A./B.Sc./B.Com. (Hons) Course of this University, unless he had passed 2nd year (Part-II) Exam. (Hons.) under new scheme of this University.
  - d) A regular candidate of a Department/College admitted to the privileges of this University in the subject of B.A./B.Sc./B.Com.(Hons.) can attend the course of subsidiary and qualifying subjects in other "College/Deptt. in case there is no arrangement to teach these subjects in the College/Deptt. where he has taken admission for his main subjects of Hons. Course. The Principal/Head of the College/Deptt. where a student is attending subsidiary and qualifying subjects shall certify that the said student has completed the prescribed number of lectures etc.
3. The Examination in Part-I/Part-II/Part-III shall be open to person.
- A. Who has passed not less than one academic year previously the requisite Examination as laid down in Clause-2 above.
  - B. i) Who has been on the rolls of a University 'Teaching Deptt. /College admitted to the privileges of this University throughout the academic year preceding the Examination.
  - ii) Whose name is submitted to the Registrar/Controller of Examinations by the Head of the Department/Principal of College he has last attended provided that the Head of the Department/Principal of the College certified that the candidate has:
    - a) Attended not less than 75% of the full courses delivered to his class in each subject offered by him and 75% of the periods assigned to practical work in each Science subject.

(Lectures and Practical work shall be counted upto 21 days before the commencement of the Examination).

- b) satisfactorily performed the work of his class; and
  - c) obtained not less than 25% marks in the aggregate of all the subject(s)/Paper(s) of the result of house test/terminal test in the month of September/October and half yearly house examination held in December/January with 100 marks in each subject.
4. a) A student who is unable to appear in the Annual Examination due to shortage of attendance and has complied with the requirements of Clause-3 (b) (ii) (c) may be exempted from this requirement when he appears in the Examination in the following year or thereafter, after making up the deficiency in lectures.
- b) A student who has completed the required percentage of Lectures and practicals may be permitted to appear in the Examination in the same year or the following year as an ex-student even if as a regular student he did not comply with the requirements of Clause-3 (b) (ii) (c).
- i) For Promotion from B.A./B.Sc./B.Com. (Hons). Part-I to Part-II a candidate shall be required to clear 50% of theory papers atleast one theory papers of the main subject and from part-II to Part-III he shall have to clear atleast 50% of the theory paper of the main subject of Part-I and Part-II taken together. While calculating 50% papers fraction may be ignored. For Example, if the number of papers is 5 the candidate will be required to clear at least two papers. A student will be considered to have cleared Honours Paper(s) if he obtains atleast 40% marks in that/those paper(s). Provided that a student joining Honours in the 2nd year may be allowed to clear the first year. Honours paper either in second year or in second and third year together.

- ii) For promotion from Part-II to Part-III, a student shall be required to clear all the subsidiary/qualifying subjects of Part-I of the Honours Course even if such a subject is studied in 2nd year in terms of Clause-2 (b) (ii).
5. a) A student after passing B.A./B.Sc./B.Com. (Hons.) Part-I Examination may be permitted to change over to the B.A./B.Sc./B.Com. Part-II Course within the one month of the start of admission to this course provided that the Principal of the College/Head of Department where he is studying, is satisfied that the student will be able to carry on with the new course.

Provided a student after passing B.Sc./B.Com. (Hons.) Part-I Examination shall have to appear in the subject of English of B.A. Part-I alongwith B.A. Part-II Examination, unless he has already qualified in this subject.

  - b) A student who joins B.A. Part-II class may be allowed to change one or more of his elective subjects within one month of his joining B.A. Part-II class.
  - c) A candidate appearing in B.A. Part-II Privately may offer elective subjects other than taken by him for B.A. (Hons.) Part-I Examination.
6. The amount of admission fee shall be as prescribed by the University from time to time.
7. A candidate shall submit his admission application to the Registrar/Controller of Examinations on the prescribed form with the required certificates signed by the Head of the University Teaching Department/Principal of the college, the candidate has last attended, both in the case of students of University Teaching Departments/College admitted to the privileges of the University and ex-student.
8. i) The medium of instruction shall be:-
  - a) Hindi in case of Hindi
  - b) English in case of English, Physics, Chemistry and Maths;

- c) English/Hindi or Sanskrit in case of Sanskrit.
  - d) English/Hindi in case of other subjects.
  - ii) The question papers will be set:
    - (a) in Hindi in case of Hindi
    - (b) in English in case of English, Physics, Chemistry and Maths:
    - (c) in English and Hindi in case of Sanskrit.
    - (d) English/Hindi in case of other subjects.
  - iii) The Candidates shall write their answers:
    - (a) in Hindi in case of Hindi.
    - (b) in Hindi or English or Sanskrit in case of Sanskrit.
    - (c) in English in case of English, Physics, Chemistry and Mathematics; and
    - (d) in English or Hindi in case of other subjects.
9. The minimum number of marks required to pass shall be as under:-
- i) Main subject (Honours) 40% marks in the aggregate and 35% in each papers (written and practical separately).
  - ii) Qualifying and subsidiary subject: 35% marks in each for qualifying and subsidiary subjects (written and practical separately)
  - iii) Main subject (B.Sc. Honours Computer Science Course) 40% marks in the aggregate, 35% in each papers) and 40% marks in each papers of internal assessment (where internal assessment is prescribed).
10. i) A candidate who fails in one or more qualifying/subsidiary subjects(s) may be admitted to the supplementary exam. held in the same year and/or at the next annual Examination in the subjects(s) and if he passes in it he shall be deemed to have passed the examination.
- A candidate who fails in one or more Paper(s) of main subjects of Hons. Part-I/Part-II may be allowed on the recommendation of the Principal of the college/Head of

the Deptt. concerned to appear/re-appear in the Examination in the paper(s) as an ex-student, without attending a fresh course of instructions within the period permissible to him to clear the papers of Hons. Part-III under clause-12.

- ii) A candidate who fails in an Examination or having been eligible fails to appear in an Examination, shall take the Examination as an ex-student according to the syllabus prescribed by the University for regular students appearing for the Examination provided that the syllabus for the candidates who are to re-appear in the Supplementary Examination to be held in September shall be the same as was in force for the regular student in the last Annual Examination.
11. A candidate who has completed the prescribed course of instruction in a recognised College/University Department for B.A./B.Sc./B.Com. (Hons.) Part-III Examination but does not appear in it or having appeared fails, may be allowed on the recommendation of the Principal of the College/Head of the University Deptt. concerned, two consecutive chances as an ex-student to appear/re-appear in the subject(s)/paper(s), as the case may be without attending a fresh course of instruction. While re-appearing in the Examination, the candidate shall be exempted from re-appearing in paper(s) and or practical(s) in which he has obtained atleast 40 marks.

Provided that the candidate who does not pass the B.A./B.Sc./B.Com. (Hons.) Examination with the two consecutive changes as an ex-student, may be awarded B.A./B.Sc./B.Com. (Pass) Degree without division, if he obtains atleast 35% marks in each qualifying/subsidiary subject, theory and practical separately and in each paper of the main (Honours) subject, theory and practical separately. Provided further that if he does not satisfy the conditions for the award of pass Degree without division as mentioned above, he shall be declared to have failed in the Examination and shall be required to appear in the Examination denove, after attending the College/Department as a regular student.

12. The successful candidates of B.A./B.Sc./B.Com. (Hons.) Examination who obtain 60% marks or more in the aggregate of the main subject shall be placed in the First Division, those who obtain less than 60% marks but not less than 50% marks in the Second Division and those who obtain less than 50% marks in the Third Division. For the purpose of determining division at the end of Honours Part-III Examination the marks obtained by the candidate in the Hons. subject only at the Honours Part-I, Part-II and III Examination shall be taken in to account.

However, the marks obtained in qualifying subjects and subsidiary subjects will be shown in the result card.

13. Six weeks after the termination of the Examination or as soon as thereafter as is possible, the Registrar/Controller of Examinations shall publish a list of the candidates who have passed the examination. Each successful candidate of B.A./B.Sc./B.Com. (Hons.) Examination shall received a Degree stating the division he obtains.

14. A candidate:

- i) who has passed B.A./B.Sc./B.Com. (Hons.) Examination of this University or;
- ii) Who resides within the territorial jurisdiction of the University and has passed an Examination declared equivalent to the B.A./B.Sc./B.Com. (Hons.) Examination of this University may appear in a subsequent B.A./B.Sc./B.Com. subsidiary Examination in one or more subjects prescribed for the Examination except the subject in which he has passed the Examination.

A candidate appearing under this Clause shall sit for Part-I and Part-II Examination simultaneously and shall pay admission fee of as prescribed for to the whole examination and additional fee of Rs. 10/- per Science subject Provided that if the candidate is appearing in a Science subject, he shall study in a College admitted to the privileges of this University for both Part-I and Part-II classes for atleast one academic year preceding the Examination.



The minimum percentage of marks required to pass in each subject shall be as given in Clause-9 above.

15. A person who has qualified for the award of B.A./B.Sc./B.Com. (Home Sc.)/(Hons.) degree from M.D.University, Rohtak may be allowed to reappear as an ex-student in subject(s) in which he/she appeared earlier, with a view to improve his/her previous performance. He/She may re-appear in one or more paper(s) of Part-III in the immediate supplementary examination of his/her passing the 3rd year examination and thereafter in the next annual examination for Part-I & Part-II examination. Likewise a candidate passing his/her Part-III in the supplementary examination shall appear for improvement of Part-I and/or Part-II in April/May and Part-III in September of the following calendar year. However, if a candidate does not want to improve his/her performance in Part-I and/or Part-II and wants to appear in Part-III only and vice-versa, he/she may be permitted subject to the condition that he/she will have to furnish an undertaking alongwith the examination form that he/she is not interested to improve his/her performance in Part-I or Part-II or Part-III as the case may be. The candidate will have to deposit fee and form for each examination separately.

The higher score in the paper(s) subjects in which he/she reappears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the paper/subject(s) in which he/she has not opted to improve his/her result shall be carried forward.

In case the candidate does not improve his/her result/score his/her result shall be declared as 'Previous Result Stands'

16. Notwithstanding the integrated nature of this course which spread over than one academic year, the Ordinance in force at the time a student join the course shall hold good only for the Examination held during or at the end of academic year and nothing in this Ordinance shall be deemed to debar the University, from amending the Ordinance and the amended Ordinance, if any shall apply to all students, whether old or new.

**B.A. (HONOURS) EXAMINATION IN PUBLIC  
ADMINISTRATION 2002-2003**

**Outlines of the Test**

**B.A. Part-I Examination**

	<b>M.M.</b>	<b>Time</b>
Paper-I Theory of Public Administration	100	3 Hours
Paper-II Personnel Administration	100	3 Hours

**B.A. Part-II**

Paper-III Comperative Public Administration	100	3 Hours
Paper-IV Public Policy Analysis	100	3 Hours
Paper-V Urban-Rural Administration	100	3 Hours

**B.A. Part-III Examination**

Paper-VI Indian Admininstration	100	3 Hours
Paper-VII Financial Administration	100	3 Hours
Paper-VIII Women and Administration	100	3 Hours

**B.A. (Honours) Part-I**

**Paper-I Theory of Public Administration**

**M.M. : 100**

**Time : 3 Hours**

**Note :** There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. Meaning, Nature, Scope and significance of Public Administration, Public and Private Administrations, Recent trends in Public Administration, New Public Administration.
2. Organisation : Principles of Organisations, Hierarchy, Coordination, Centralisation/Decentralization, Public Corporations.
3. Chief Executive : Types and functions, Leadership, Line, Staff and Auxilliary agencies.

4. Process of Management : Decision-making, Accountability and Control-Executive, Legislative, Citizen & Administration.

### References:

1. L.D. White, Introduction to the study of Public Administration (New York; Macmillan Co. 1955).
2. Nigro & Nigro Modren Public Administration (New York, Latest edition)
3. Pffiner & Presthus Public Administration (New York Latest Edition)
4. S.R. Maheshwari Public Administration (Latest Edition)
5. Basu Rumki Public Administration-Concepts & Theories (2nd edition 1990).
6. Attar Singh प्रशासन शास्त्र के सिद्धान्त
7. Mohit Bhattacharya Public Administration-Structure Process and Behaviour (Latest edition)
8. Marini, Frank Towards a New Public Administration (edited-1971)
9. Marx (Morstein) Elements of Public Administration (edited 1968)
10. C.P. Bhambhri लोक प्रशासन के सिद्धान्त (14th edition 1987)
11. M.P. Sharma Public Administration (Latest Edition) (Hindi & Eng.)
12. S.R. Nigam लोक प्रशासन के सिद्धान्त
13. Nigro & Nigro Modern Public Administration (1989, 7th edition)
14. Ashok Sharma प्रशासनिक संस्थाएँ
15. IIPA Journals of Public Administration
16. Om Prie Srivastva Public Administration & Manangement (Vol. I & II 1991)

## Paper-II Personnel Administration

M.M. : 100

Time : 3 Hours

**Note :** There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. Meaning, nature and scope of Personnel Administration : Types of Personnel System. Bureaucratic System Meaning Characteristics, Webers-Theory of Bureaucracy, Evils of Bureaucracy. Remedies or suggestions for removal of defects of Bureaucracy.
2. Indian Public Personnel System with reference to recruitment training, classification.
3. Service Conditions, compensation, Principles of salary Administration and Promotion.
4. Machinery for redressal of Civil Services.  
Governance : Employees organisation and their representation, Staff Councils, Political right of Civil Servants and right to strike.
5. Integrity, Corruption and Public services.

### References :

1. David E. Klinger : Public Personnel management (New Jersey 1980)
2. O. Glenn Staff : Public Personnel Administration (Oxford 1977)
3. D.W. Belcher : Wage & Salary Administration (New Jersey)
4. V.M. Sinha : Karmik Prashashan (Hindi & English) 1985.
5. S.K. Goel : Public Personnel Administration (New Delhi 1984)

- 4
6. P. Ghosh : Personnel Administration (New Delhi 1975)
7. Dr. C.B. Memoria : Personnel Management (Latest Edition).

**B.A. (Honours) Part-II**

**Paper-III COMPARATIVE PUBLIC ADMINISTRATION**

**M.M. : 100**

**Time : 3 Hours**

Note : There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. Nature and Concept of Administration in Developed and Developing Countries.
2. Evolution of Study of Comparative Administration. Approaches to the Study of Comparative Administration-Structural functional Ecological Behavioural.
3. Weber's Typology of authority and Administration System with particular reference to ideal type of bureacratic-Model.
4. Administration in developed Countries USA, UK and France-Control Machanism, Local Administration, Machinery for Redressal of Citizens Grievances.

**References**

1. Rames K. Arora, : Comparative Public Administration and Ecological Perspective (1990).
2. T.N. Chaturvedi : Tulnatamak Lok Parshashan 1979.
3. T.N. Chaturvedi : Comparative Public Administration 1980.
4. F.W. Riggs (ed.) : Frontiers Development Administration 1970.

5. F.W. Figgs : Ecology of Public Administration 1961.
6. Ferrel Heady : Public Administration-A Comparative Perspective 1966.
7. F.W. Riggs : Administration in Developing Countries 1964.

**Paper-IV Public Policy Analysis**

**M.M. : 100**

**Time : 3 Hours**

**Note :** There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. Agricultural Policy-Old and New-Features. Critical appraisal Merits Demrits.
2. Education Policy-Old and New-Features, Critical Analysis Merits and Demerits , Hurdles in implementation, suggestion for improvement.
3. Urban Rural Development and Housing Policy-Features Different Projects for different sections of society (Higher Income Group, Lower Income Group & Weaker Sections).
4. Environmental Policy Features.  
Water Polutions-Resources Control Mechanism of wastage Disposal of wastage.  
Suggestions for improvement the Policy.

**References**

1. Pardeep Sahni : Public Policy, Conceptual Dimensions 1987.
2. Paul H. Appleby : Policy & Administration 1949.
3. E.Jacob Charles : Policy and Administration 1949.
4. Larey N. Gerston : Making Public Policy 1983.

**Paper-V Urban Rural Administration****M.M. : 100****Time : 3 Hours**

**Note :** There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. Evolution of Local Govt. Since 1882  
 1st Phase - 1882 to 1919.  
 2nd Phase - 1919 to 1947  
 3rd Phase - After Independence to onwards.
2. Municipalities-Composition, function, finance working of Municipalities-Weaknesses & Remedies.
3. Panchayat Raj Administration Growth of Rural Administration Institutions in India-Emergence of Panchayati Raj Organisation and Working of Panchayats & Panchayat Samities Panchayat-Function and Role in Development.
4. Control over Local Bodies-State Supervision & Control over Municipalities & Panchayati Raj.

**References**

1. S.R. Maheshwari : Local Government in India (Latest Edition)
2. S.R. Nigam : Local Self Govt. 1975.
3. A.Awasthi : Municipal Govt. in India : 1972.
4. Jacob (edited) : Reading Panchayati Raj (Latest edition).
5. S.C. Jain : Community Development and Panchayati Raj in India (Latest edition).
6. Mohit Bhattachara : Urban Development and Administration II PA Journal

## B.A. Honours Part-III

### Paper-VI Indian Administration

M.M. : 100

Time : 3 Hours

**Note :** There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. Evolution of Indian Administration-Role of Indian Administration in Socio-Economic Development.
2. Administrative System of India-Prime Minister and President, Prime-minister and Cabinet, Prime minister's Secretariate.
3. Role of Prime-Minister in Indian Administration. Generalists Versus Specialists - A Controversy, Union-State relationship, Planning Commission, National Development Council.
4. Police-Administration-At State and District level Ombudusman-LOKPAL-LOKAYUKAT.

#### References :

1. Sarla Malik : "The Prime Minister of India" Power & Functions (1984).
2. S.R. Maheshwari : Evolution of India Administration (1974).
3. C.P. Bhambari : Piblic Administration in India (1973)
4. R.S. Arora : The Indian Administration System (1978)
5. J.R. Siwach : The Indian Presidency (1972)
6. J.R.W. Siwatch : Dynamics of Indian Govt. & Politics (1990).
7. S.R. Bhattacharya : Indian Administration
8. M.P. Jain : Lok Pal Ombudsman in India (1970).



9. T.N. Chaturvedi : Citizen & Administration in IIPA  
and S.N. Sadasivan 1984.
10. S.S. Khera : District Administration in India  
New Delhi IIPA 1960.

### **Paper-VII Financial Administration**

**M.M. : 100**

**Time : 3 Hours**

**Note :** There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. A Evolution of Indian Financial Administration-Concept, Components & Significance.
2. Budgetting : Essentials of Budgetting, Formulation and Passing of Budget on Central and State level.
3. Ministry of Finance-Organisation and functions, control over Public Expenditure.
4. Tax Administration-Administration of direct and indirect Taxes.

### **Reference :**

1. M.J.H. Thanaraja : Performace Budgetting 1970
2. G.S. Lal : Financial Administration in India (1976).
3. Prem Chand : Control of Public Expenditure in India (1963).
4. K.P.M. Sundaram : Indian Public Finance & Financial Administration (1973)
5. K.L. Handa : Financial Administration in India (Latest Edition).

**Paper-VIII Woman and Administration**

**M.M. : 100**

**Time : 3 Hours**

**Note :** There shall be 10 questions in all out of which 5 are to be attempted. Further, Question No. 1 ( short answer about 50 words) consisting of 8 parts each having 5 marks shall be compulsory and the rest 4 questions shall be of 15 marks each.

1. Women's Status - A general View-Women in Vedic Period Women during Mughal Period, Women during British period Women after Independence
2. Women and Administration - Women in Civil Services before independence - Women in the IAS and IPS after independence.
3. Women and Rural Development - Role of Women in Health Administration - with special reference of family welfare and child development.
4. Women and Educational Administration - Participation of Women in Nationalist Politics, Women, Power & Policy.

**References :**

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|---------------------|--|
| 1. A.S. Altekar     | The position of Women in Hindu Civilization. |
| 2. Tara ali Baig    | Women in Ancient India.                      |
| 3. Tara Ali Baig    | India's Women Power.                         |
| 4. Devki Jain       | Indian Women                                 |
| 5. Promila Kapur    | Changing Status of Women.                    |
| 6. Neera Desai      | Women in modern India.                       |
| 7. Swaran Lata      | Women in IAS & IPS                           |
| 8. Amarjit Mahajan  | Indian Police & Women.                       |
| 9. Catherive Milton | Women Policing.                              |
| 10. Ellen Boneparth | Women Power & Policy.                        |
| 11. Evelve Sulleret | Women, Society & Change.                     |