

Maharshi Dayanand University Rohtak



Ordinances, Syllabus and Courses of Reading for Public Adm. M. A. (Previous) Examination

Session—~~1997-98~~

1998-99

Available from :

Deputy Registrar (Publication)
Maharshi Dayanand University
Rohtak-124001 (Haryana)

Price :

At the Counter : Rs. 20/-
By Regd. Parcel : Rs. 30/-
By Ordinary Post : Rs. 25/-

ORDINANCE--MASTER OF ARTS EXAMINATION FOR--1997--98

1. **The Master of Arts Examination shall be held in two Parts, Part-I examination shall be held at the end of the first year and Part-II examination at the end of the second year.**
2. **The examination in Part-I and Part-II 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 in Part-II of M.A. will be held in December or on such dates as may be fixed by the Vice-Chancellor for those candidates who have passed all the Papers of Part-I exam, but have got 're-appear' or have failed or want to improve their score in Paper(s) of Part-II examination. However, total number of chances will not exceed as given in the Ordinance.
3. **The last date for the receipt of admission form and fee without late fee as fixed by the Vice-Chancellor, shall be notified to the Heads of the University Teaching Departments. P.G. Regional Centre Rewari and the colleges concerned.**
4. **A candidate's admission form and fee may be accepted after the last date on payment of late fee of Rs 105/- upto the date notified by the University.**

Note: No late fee shall be charged if the admission form and fee are received within three working days of grace after the last date for the receipt of the same without late fee.

5. **A person who has passed one of the following Examinations, shall be eligible to join the first year (Part-I) class of Master of Arts course: (except Master of Physical Education).**
 - i) **B.A./B.Sc./B.Com. (Hons.) Examination in the subject of Post-graduate Course.**
 - ii) **B.A./B.Sc./B.Com. (Hons.) in a subject other than the subject of Post-graduate Course with atleast 50% marks in the aggregate.**
 - iii) **Ist Bachelor's degree with atleast 50% marks in aggregate or 45% marks in the subject of P.G. Course in which the candidate wishes to seek admission.**
 - iv) **Shastri Examination (New scheme) of this University in the manner prescribed in (i) and (ii) above.**
 - v) **Master's degree examination in another subject.**
 - vi) **An examination of any other University recognised by this University as equivalent to (i) or (ii) or (iii) or (iv) or (v) above.**

Provided that :

- a) A candidate who has passed B.Com. Examination with atleast 45% marks in the subject(s)/paper(s) related to Economics including Statistics shall also be eligible to take up M.A. Economics course.
- b) A candidate who has passed B.Sc. (Agri.) with Agricultural Economics as one of the paper/subjects shall also be eligible to join M.A. Economics course.
- c) A candidates who has passed B.A. examination with atleast 45% marks in Public Administration or Sociology shall be eligible to take up M.A. Political Science.
- d) A candidate getting atleast 55% marks in Hindi (Compulsory) subject may also be considered eligible for admission to M.A. Hindi.
- e) A candidate who has passed B.A. (Hons.) in Sanskrit with atleast 45% marks or B.A. Examination with atleast 45% in Sanskrit (Elective) may also be considered eligible to take up M.A. (Hindi), if the candidates who have passed B.A.(Hons.) Hindi or B.A. with Hindi (Elective) obtaining 45% marks are not available.
- f) A candidate who has passed Bachelors Degree Examination In Music (B.Mus.) from any Indian University shall be eligible for admission to M A. course without any condition of minimum percentage of marks but no one who did not take up Music as one of his subject for the B A. Examination shall be eligible to take up M.A. Music provided he is working as a teacher of Music in a college admitted to the privileges of this University or in a recognised Higher Secondary School within the jurisdiction of the University or in addition to passing B.A./B.Sc. he has passed one of the following examination :

- Sangeet Visharad :** From Bhatkhande Sangeet Vidyapeeth Lucknow or from Gandharva Mahavidyalaya, Bambahy.
- Sangeet Prabhakar :** From Prayag Sangeet Smiti, Allahabad or from Rajasthan Sangeet Sansthan, Jaipur.
- Sangeet Visharad** From Prachin Kala Kender Chandigarh.

- g) A candidate who has passed B.A. Examination with Sociology or an allied subject such as Psychology, Political Science, Economics, History and Geography as one of the subjects with 45% marks in aggregate and 45% marks in Sociology or Allied subject mentioned above shall be eligible to take up M.A. Sociology.
- h) A candidate who has passed B.A. Examination with History or in any other subject listed in the Faculty of Social Sciences (i.e. Political Science, Sociology, Public Administration, Geography, Psychology etc.) obtaining atleast 45% marks in the subject shall be eligible to take up M.A. History.
- i) A candidate who has not passed B.A./B.Sc. (Pass or Hons.) with Mathematics as one of the subjects shall not be eligible to join M.A. Mathematics Course.
-) A candidate who has studied the subject of Sanskrit at B.A. level, whether elective or compulsory, for a full span of three years shall be eligible to seek admission to M.A. Sanskrit Course. The minimum percentage of marks for those who have studied Sanskrit Compulsory should be 55% in the subject.
- k) For admission to M.A. (Rural Development) a candidate must have passed B.Sc. (Agriculture) with Agricultural Economics as one of the papers/ subjects obtaining 50% marks in aggregate or B.A. with 45% marks in any subject of Social Sciences.

FOR M.A. PHYSICAL EDUCATION

Eligibility condition for admission to M.A. Physical Education:—

NOTE: - A person who has passed one of the following examinations shall be eligible to join the 1st year (Part-I) of the Master of Arts (Physical Education) course :—

- A**
- i) A Bachelors's Degree examination in Humanities of the M.D. University, Rohtak or an examination recognised as equivalent thereto with atleast 45% marks in the aggregate with English as one of the subjects at the under-graduate level or B.Com./B.Sc./B.Sc. (Home Science) B.Sc. (Agri.) with 45% marks.
 - ii) B.P. Ed./D.P. Ed. one year course after graduation with atleast 50% marks.
 - iii) B. A./B. Sc. with Health and Physical Education as one of the subjects in three years degree course with atleast 50% marks.
 - iv) Bachelor of Physical Education (B.P.E.) three year degree course with atleast 50% marks.
 - v) B.S.H. and P.E. five years course with atleast 50% marks.

AND

- B)** The candidate has taken part in the Inter-University or Inter state or National Tournament in the games and sports recognised by the Inter-University Sports Board. Provided that the candidate qualified in the standard efficiency test at the time of Examination to the first year course.
- 6 A candidate who has failed in one or more paper(s) or fails to appear in M.A. Examination shall be allowed two additional subsequent chances only to pass the M.A. examination. This is however, subjects to the provision in Clause-8 below.
 - 7 A candidate who fails to pass the M.A. Examination within a period of four years of his admission to the course shall be deemed to be unfit for Post-graduate Studies in the subject concerned.
 - 8 A person who has passed the following Examinations shall be eligible to join the M.A. Part-II :-
 - a) M.A. Part-I Examination from M.D. University, in the subject concerned. This is however, subject to Clause-7. However, the candidates who have passed atleast two theory papers out of four or five theory papers or atleast three theory papers out of six or seven theory papers of Part-I exam. of the University will be promoted to Part-II class, provisionally

b) M.A. Part-I Examination of the subject offered from the Kurukshetra University or Panjab University or Punjabi University, or Guru Nanak Dev University or Himachal Pradesh University, provided that the Head of the University Departments/ Principal of the college concerned is satisfied that the contents of papers already passed by him are almost the same as in the M.A. Part-I Examination of this University; in this case the marks obtained in M.A. Part-I of the course at any of these Universities shall be counted towards division of successful candidates by increasing or reducing the marks obtained in accordance with maximum marks prescribed for M.A. Part-I Examination of this University.

9. The M.A. Examination in Part-I/Part-II shall be open to a student who:—

a) has passed the requisite qualifying Exam. or is covered under Clause-5 and 9 and

b) has his name submitted to the Controller of Examinations by the Head of the University Teaching Dept./Principal of the college he has most recently attended and produces the following certificates, signed by him:-

i) of possessing good character

ii) of having remained on the rolls of Department/College during the year preceding the Examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be counted upto the last day when the classes break up for the preparatory holidays).

10. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time.

11. The amount of Examination fee to be paid by a candidate for each year shall be as follows:-

Regular

Ex-Student

Rs. 100/-

Rs. 125/-

(Plus Rs. 20/- per practical subject)

12. A candidate who re-appears in one or more paper(s)/practical(s) for the purpose of passing/improvement of score of marks/result shall pay fee as for the whole Examination.
- i) The medium of instruction shall be :—
 - a) Hindi in case of Hindi and English in case of English
 - b) English or Hindi or Sanskrit in case of Sanskrit and
 - c) English/Hindi in case of other subjects.
 - ii) The question papers will be set :—
 - a) in Hindi in case of Hindi, Sanskrit and Music and
 - b) in English and Hindi in case of other subjects.
 - iii) The candidate shall write their answer as under :—
 - a) in Hindi in case of Hindi;
 - b) in English or Hindi or Sanskrit in case of Sanskrit
 - c) in English in case of English and Mathematics and
 - d) in English/Hindi in case of other subjects,
- 13.1 The minimum number of marks required to pass the Examination shall be as under :
- A) In all subjects except Physical Education
 - i) 33% in each paper (written and practical separately);
 - ii) 40% in each practical in the case of Music;
 - iii) 40% in Dissertation/Viva-Voce, where prescribed;
 - iv) 40% in aggregate.
 - B) In Physical Education
 - i) 35% in each theory paper;
 - ii) 40% in practical; and
 - iii) 40% in aggregate
- 13.2 A candidate who has completed the prescribed course of instructions in College/University Teaching Department for previous/final examination but has not appeared in it or having appeared fails may be allowed on the recommendation of the Principal of the College/Head of University Teaching Department concerned to appear in the subsequent year in the examination paper(s) as the case may be without attending a fresh course of Instruction. While reappearing in the examinations the candidate shall be exempted from reappearing in paper(s) and/or practical(s) in which he has obtained atleast 40% marks.
- 14.1 A candidate who has passed M.A. Part-I Examination obtaining at least 55% marks in aggregate may offer dissertation wherever prescribed in the Scheme of Examination for the course. The subject of the dissertation shall be approved

by the Head of the Department concerned A candidate shall submit to the Head of the Department an application for the approval of the topic for the dissertation alongwith a synopsis within one month of his admision to M.A. Part-II.

- 15.2 Every candidate who offers dissertation shall be required to submit three copies of his dissertation alongwith a brief abstract of the same giving an account of the investigation/ research conducted and its main findings (which will not exceed 500 words), The dissertation shall be examined by one external Examiner only.
- 15.3 The last date for receipt of the dissertation in the office of the Controller of Exams shall be one month before the commencement of the Theory Examination, provided that in exceptional cases, Vice-Chancellor shall have the power, to extend, on the recommendation of the Head of the Department, the last date for receipt of the dissertation upto three months. If a candidate fails to submit his dissertation even during the extended period he will be considered to have absented in the dissertation paper and his result shall be declared accordingly.
- 15.4 A candidate who has submitted a dissertation as a part of the Examination may withdraw the same before it has been examined but once it is examined and candidate obtains the minimum pass marks he shall not be permitted to withdraw it or submit another dissertation in lieu thereof. The marks obtained by him for the dissertation shall be taken in to account when he appears in any future examination for the purpose of passing therein or for improving the score of marks/result.
16. As soon as possible, after the termination of the examination the Registrar/Controller of Examinations shall publish the result of candidates and issue detailed Marks Card.
17. The result of candidates who have passed the M.A. examination shall be classified into division as under, the division obtained by the candidate will be stated in his degree :—
- | | |
|---|-----------------|
| a) Those who obtain 60 percent or more marks | First Division |
| b) Those who obtain 50 percent or more but less than 60 percent marks | Second Division |
| c) All below 50 percent | Third Division |

18. A candidate who has already passed the Master of Arts Examination from this University, in a subject in which different optional papers are permitted, may appear in one or more other optional papers of that subject, at any subsequent examination when held, without attending a regular course of study on payment of fee as prescribed for the whole exam. Provided that if there is any corresponding Practical work involved he must attend the prescribed number of practicals etc. in the Department. Such a candidate shall, in order to pass, be required to obtain atleast 40 percent marks in each paper.
19. A candidate who has passed Part-I of M.A. Examination of this University, will be allowed to appear for improvement of his result as an ex-student in one or more theory papers of M.A. Part-I Examination once within a period of three years of his passing the Part-I Examination. A candidate who has passed Part-II of M.A. Examination of this University will be allowed to appear for improvement of his result as an ex-student in one or more theory paper(s) of the M.A. Part-II Examination once within a period of two years of his passing the Part-II Examination.

The candidates may however, appear for improvement of Part-I Examination simultaneously with Part-II Examination while appearing in Part-II Examination for passing or for Improvement.

The result of such a candidate shall be declared only if he improves his score of marks by taking into account the marks obtained by him in the paper(s) in which he reappeared and the marks obtained by him earlier in the remaining paper(s) etc. The fact that the candidate has improved shall be mentioned in the Detailed-Marks Card.

Provided further that the candidate will take the Examination according to syllabus in force for the regular student for that examination.

20. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the 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.

**SCHEME OF EXAMINATION FOR MASTER'S COURSE IN
PUBLIC ADMINISTRATION**

The entire course would consist of two years.

M.A. (Previous) Examination '1997-98

There would be four theory papers each carrying 100 marks.

Compulsory Papers	Max. Marks	Time
I. Theory of Public Administration	100	3 Hours
Optional Papers		
II. i) Administrative Thinkers	100	3 Hours
OR		
ii) Labour Welfare Administration		
III. i) Comparative Public Administration		
OR		
ii) Administration of Public Enterprises	100	3 Hours
IV. i) Indian Administration	100	3 Hours
OR		
ii) Administration of Social Development		

Note : In every paper ten questions would be set in such a way that there are atleast two questions from each of the five units in which every paper has been divided.

The candidates would be required to attempt five questions selecting atleast one from each unit.

Paper-I Theory of Public Administration

Max. Marks : 100

Time : 3 Hours

Note : In all ten questions would be set in such a way that there are atleast two questions from each of the five units. The candidates would be required to attempt five questions selecting atleast one from each unit.

- Unit I** Meaning, nature and scope of Public Administration, Its role in a modern state, Public and Private Administration. Evolution of Public Administration, concept of New Public Administration.
- Unit-II** Organisation, meaning and bases, Formal and Informal Organisation, Principles of Organisation: Hierarchy, Span of Control, Unity of Command, Co-ordination, Centralisation and Decentralisation.
- Unit III** Classical and Modern theories of Organisation, Structure of Organisation, Chief Executive—role and qualities; Line Staff and Auxiliary agencies; Field-headquarters relationship.
- Unit-IV** Department, Public Corporation and Independent Regulatory Commission, Management—its meaning, characteristics and functions; Communications; O & M.
- Unit-V** Accountability and Control; Legislative, Executive and Judicial, Citizen and Administration, Public Relations.

Books Recommended :

1. White L.D. Introduction to the Study of Public Administration, New York, Macmillan Company, 1958.
2. Nigro F.A. & Nigro G.N. Modern Public Administration, New York, Harper & Row Publishers, 1980.
3. Caiden, Gerald E., The Dynamics of Public Administration Guidelines to Current-Transformation in Theory and Practice, New York, Holt Rinehart & Winston 1971.
4. Frank Marini (ed). Towards New Public Administration. The Minnowbrook Perspective, Chandler Intext, 1971.
5. Howard, Eloock, Change and Decay of Public Administration in 1990's Longman, London.

6. Sharma, M.P. & Sadhana, B.L. Public Administration Theory & Practice, Allahabad, Kitab Mahal, 1988.
7. Avasthi, A & Maheshwari, S R. Public Administration, Agra, Lalshmi Narain Aggarwal Publishers, 1988-89.
8. Bhattacharya, Mohit Public Administration, Calcutta, World Press, 1981.
9. Straussman, Jofferoy D. Public Administration, New York, Hoit Rinehart & Winslow, 1985.

Paper-II (Option-I) Administrative Thinkers

M.M. : 100

Time : 3 Hours

Note : In all ten questions would be set in such a way that there are atleast two questions from each of the five units. The candidates would be required to attempt five questions selecting atleast one from each unit.

Unit-I Kautaliya; Henri Fayol; Luther Gulick.

Unit-II M.P. Follett; F.W. Taylor.

Unit-III Elton Mayo; Chester Barnard.

Unit-IV Max Weber; Karl Marx.

Unit-V Herbert Simon; F.W. Riggs.

Books Recommended :

1. Benerjee, P.N. Public Administration in Ancient India (1916).
2. Prasad, D. Administrative Thinkers(ed) New Delhi Sterling, 1989.
Ravindera, Prasad, V.S. and Satyanarayana P. Parshaskiya Chintek, Delhi, Jawahar Publishers, 1994.
3. Umesh Kumar & Sanjay Prachin Avam Adhunic Parshaskiye Kumar Singh Vicharak, New Delhi, National Book, 1980.
4. George, G.S. History of Management Thought, Now Delhi, 1974.

5. Simon, Herbert Administrative Behaviour, New York, The Free Press, 1957.
6. Ali, Shum Sun Nisha Eminent Administrative Thinkers Associated Publishing House. 1979.
7. Dale Ernest Management Theory and Practice, New Delhi, Mac Graw Hill Book Co. 1965.
8. R.N Singh Management Thought and Thinkers, Delhi. S. Chand, 1977.

Paper-II Option-(ii)

Labour Welfare Administration

M.M. 100

Time : 3 Hours

Note : In all ten questions would be set in such a way that there are atleast two questions from each of the five units. The Candidate would be required to attempt five questions selecting atleast one from each unit.

- Unit-I** Meaning, nature and scope of Labour Welfare Administration; Principles of Labour Welfare Administration; Evolution of Labour Policy in India; Organisation, functions and role of I.L.O.
- Unit-II** Organisation and functions of the Central Ministry of Labour and Employment; Office of the Chief Labour Commissioner; Central Labour Bureau; Organisation and functions of the State Labour Department (with special reference to Haryana); Function and powers of the Labour Welfare Officer in Labour Welfare Administration.
- Unit-III** Evolution of Trade Unions Movement in India; An over view of Trade Unions Act. 1926; Impact of Trade Union in the Development of Labour Movement in India: Workers' participation in Management.
- Unit-IV** Labour Welfare with special reference to Workmen's Compensation Act. 1923; The Employment of Children Act, 1938; Employees' State Insurance Act, 1948; and Employees' Provident Fund Act, 1952.

Unit-V. Labour Legislation in India with special reference to Industrial Disputes Act, 1947. Factories Act, 1948, and Minimum Wages Act, 1948.

Books Recommended :

1. Vaid, K.N. Labour Welfare in India, Sri Ram Centre for Industrial Relations, 1970.
2. V.B. Singh Industrial Labour in India, Bombay, Asia Publishing House, 1967.
3. Malhotra, The Law of Industrial Disputes, 1968.
4. Sabramaniam, C.N. Labour Management relations in India,
5. Joshi E.K. & Dhyani S.N. Labour Administration, Department of Adult Education, Jaipur, University of Rajasthan 1969.
6. India, Report of the Labour Investigation Committee.
7. India, Report of the Commission on Labour, 1931.
8. Singh, RCP, Labour Welfare Administration, Delhi, Deep and Deep, 1989,
9. Saxena, R.C. Labour Problems and Social Welfare, Meerut, Jai Parkash Nath, 1974.

Paper-III Option-(i) Comparative Public Administration

M.M. : 100

Time : 3 Hours

Note : In all ten questions would be set in such a way that there are atleast two questions from each of the five units. The candidates would be required to attempt five questions selecting atleast one from each unit.

Unit-I Meaning, nature and scope of Comparative Public Administration, Nature and concept of Administration in Developed and Developing Countries, Evolution of the study of Comparative Public Administration.

Unit-II Approaches : Structural functional, Ecological and Behavioural, Ecology of Administration: Social Cultural, Economic and Politico Constitutional context.

Unit-III Administrative features of U.K., U.S.A., France and Japan.

Unit-IV Political Executive in U.K., U.S.A. France and Japan, Control Mechanism in U.K., U.S.A., France and Japan.

Unit-V Local Administration in U.K., U.S.A. and Japan, Redressal of citizens' grievances in U.K., U.S.A. and France.

Books Recommended :

1. Arora, Remesh K. Comparative Public Administration, New Delhi, Associated Publishing House.
- 2... ..and
Sharma, Sangeeta Comparative and Development Administration ideas and Actions(ed), Jaipur, Arihant Centre for Administrative Change, 1992.
3. Chaturvedi, T.N. Tulnatmak Lok Prashashan, Jaipur, Collage Book Depot.1994.
4. Riggs, F.W. Administration in Developing Countries: The Theory of Prismatic Society; Boston, Houghton Mifflin Co, 1904.
5. --- The Ecology of Pubic Administration., Bombay, Asia Publishing House, 1961
6. Heady, Ferrel Public Administration: A Comparative Perspective, N.J. Englewood Cliffs,1966.
7.and Stocks,
Sybil, Papers in Comparative Public Administration, Institution of Public Administration University of Michigan, 1962.
8. Siffin, William Towards the Comparative Study of Public Adiministration, Blookington, Indian University Press, 1957.

Paper-III Administration of Public Enterprises

Option-(ii)

M.M. : 100

Time : 3 Hrs.

Note : In all ten questions would be set in such a way that there are atleast two questions from each of the five units.

The candidates would be required to attempt five questions selecting atleast one from each unit.

Unit- I Mixed Economy : Features, merits and demerits; Reasons for the growth of Public Sector in Developing Countries Role of Public Sector in Economic Development of India; Changing perspective of industrial rules in India.

Unit- II Growth and major forms of Public Enterprises : Department, Company and Corporation : The idea of Sector Corporations; Composition and problems of Governing Boards.

Unit-III Human Resource Development in Public Enterprises; Personnel Administration in Public Enterprises-Recruitment and Training, Role of Bureau of Public Enterprises.

Unit-IV Public Accountability : Need and importance; Parliamentary and Executive control over Public Enterprises in India; Committee on Public Uudertakings.

Unit-V Performance and problems of Public Enterprises in India. Controversy with regard to the privatisation of Public Enterprises; Pricing Policy of Public Enterprises; Disinvestment of Public Enterprises in India.

Books Recommended

1. Hanson, A.H. Public Enterprises and Economic Development, London, Routledge and Kegan, 1972.
2. Ramanadham, V.V. Public Enterprises and the Developing World, London, Groom Helm, 1984.

3. Narain Laxmi Principles and Practice of Public Enterprises Management, New Delhi, S. Chand and Company.
4. Tandon, B.C. Management of Public Enterprises in India Allahabad, Chaitanya Publishing House, 1987.
5. Basu Prahlad Kumar Public Enterprises : Policy, Performance and Professionalism. New Delhi, Allied Publishers 1982.
6. Maliyaya, M.N. Public Enterprises in India: Their Control and Accountability, New Delhi. ICSSR, 1973.
7. ARC Study Team Report on Public Sector Undertakings (1967).

Paper-IV Option-(i) Indian Administration

M.M. : 100

Time : 3 Hours

Note : In all ten questions would be set in such a way that there are atleast two questions from each of the five units. The candidate would be required to attempt five questions selecting atleast one from each unit.

Unit-I Impact of Mughal and British rule on Indian Administration; Salient features on Indian Administration; Federal and Unitary aspects of Indian Administration; Characteristics and role of bureaucracy in Indian Administration; Controversy between Generalists and Specialists in India.

Unit-II Role of Political Executive : President, Central Cabinet, Prime Minister, Governor and Chief Minister.

Unit-III Central Administration . Organisation and role of Cabinet Secretariat Prime Minister's Office; Ministry of Finance, Home and Foreign Affairs; Institution of Lok Pal.

Unit-IV State Administration : Organisation and role of the Secretariat Role of Chief Secretary in State Administration; Department of Agriculture and Education Institution of Lokayukta.

Unit-V District Administration : Role of District Collector: District Rural Development Agency: District Police Administration; Rural and Urban Local Self Government,

Books Recommended

1. Maheshwari, S.R. Evolution of Indian Administration, New Delhi, Orient Longman, 1974.
Indian Administration, New Delhi, Orient Longman, 1994.
2. Arora, Ramesh, K. The Indian Administrative System, New Delhi, Associate Publishing House, 1978.
3. Bhambri, C.P. Public Administration in India, Delhi, Vikas, 1973.

Option-(ii)

Time : 3 Hours

Note : In all ten questions would be set in such a way that there are atleast two questions from each of the five units. The candidates would be required to attempt five questions selecting atleast one from each unit.

Unit-I Concept of Social Development, Emergence of the idea of Social Development and its significance Social Development as a Constitutional Obligations Concept of Social Service and Public Ethics.

Unit-II Machinery for Social Development at Central, State and Local levels.

Unit-III Voluntary Agencies and N.G.Os. in Social Development : Role and problems.

Unit-IV Administration and dimensions of Social Development with particular reference to Women, Child, SCs., STs., BCs., Minorities and Handicaps.

Unit-V Co-ordination of Social Welfare Activities at different levels-Centre, State and Local; Problems of Administration of Social Development-Corruption, Human Relations, Grant-in-aid, Regionalism and Bureaucratisation.

Books Recommended :

1. Marsh, D.C. (ed) **An Introduction to Social Administration, London, Routledge and Kegan Paul, 1965.**
2. Jagannadham, V., **Social Welfare Organisation, New Delhi, I.I.P.A., 1960.**
3. Khinduka, S.K. **Social Works in India, Allahabad, Kitab Mahal, 1966.**
4. Jain, R.B. **NGOs in Development Perspective, New Delhi, Vivek Parkashan, 1995.**
5. Wadia, A.R. **History and Philosophy of Social Work in India, New Delhi, Allied Publishers, 1968.**
6. Mishra, D.K. **Samajik Prashashan, Jaipur, College Book Depot, 1986.**
7. Sharma, G.B. **Social Administration in India.**
8. India, Encyclopaedia of Social Work, Publication Division, New Delhi, 1968.
9. India, Committee on Plan Projects, Planning Commission, Report of the study Team on Social Welfare and Backward Classes, 1959.
10. Voluntary Agencies, Special Issue IJPA-10