FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

M. A. (PUBLIC ADMINISTRATION)
(Semester: I-IV)

Examinations: 2019-20

GURU NANAK DEV UNIVERSITY
AMRITSAR

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M. A. (PUBLIC ADMINISTRATION)

SCHEME OF COURSE

SEMESTER-I

PAPER-I : ADMINISTRATIVE THEORY 100 Marks
PAPER-II : INDIAN ADMINISTRATION 100 Marks

Any two of the following:

PAPER-III : DEVELOPMENT ADMINISTRATION 100 Marks
PAPER-IV : RESEARCH METHODS 100 Marks
PAPER-V : E-GOVERNANCE 100 Marks

Total 400 Marks

SEMESTER-II

PAPER-I : FINANCIAL ADMINISTRATION 100 Marks
PAPER-II : STATE ADMINISTRATION
(with special reference to Punjab) 100 Marks

Any two of the following:

PAPER-III : ADMINISTRATION OF URBAN DEVELOPMENT WITH SPECIAL REFERENCE TO PUNJAB. 100 Marks
PAPER-IV : HUMAN RESOURCE DEVELOPMENT 100 Marks
PAPER-V : SOCIAL WELFARE ADMINISTRATION 100 Marks

Total 400 Marks
## M. A. (PUBLIC ADMINISTRATION)

### SEMESTER–III

<table>
<thead>
<tr>
<th>Paper</th>
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<tr>
<td>PAPER–I</td>
<td>Administrative Thought</td>
<td>100</td>
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<tr>
<td>PAPER–II</td>
<td>Comparative Personnel Administration</td>
<td>100</td>
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**Any two of the following:**

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<th>Paper</th>
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<tr>
<td>PAPER–III</td>
<td>Administration of Rural Development with Special Reference to Punjab</td>
<td>100</td>
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<tr>
<td>PAPER–IV</td>
<td>Comparative Public Administration</td>
<td>100</td>
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<tr>
<td>PAPER–V</td>
<td>Organizational Behaviour</td>
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**Total 400 Marks**

### SEMESTER–IV

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<td>PAPER–I</td>
<td>Administration of Public Sector Undertakings</td>
<td>100</td>
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<tr>
<td>PAPER–II</td>
<td>Public Policy and Analysis</td>
<td>100</td>
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**Any two of the following:**

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<th>Paper</th>
<th>Title</th>
<th>Marks</th>
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<tr>
<td>PAPER–III</td>
<td>Labour Welfare Administration</td>
<td>100</td>
</tr>
<tr>
<td>PAPER–IV</td>
<td>International Administration</td>
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</tr>
<tr>
<td>PAPER–V</td>
<td>Administrative Techniques</td>
<td>100</td>
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</table>

**Total 400 Marks**
M. A. PUBLIC ADMINISTRATION (SEMESTER-I)
PAPER-I: ADMINISTRATIVE THEORY

Time: 3 Hours
Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

2. Relationship of Public Administration with other Social Sciences, Public Administration as an Art or Science.

SECTION-B


SECTION-C


SECTION-D

7. Chief Executive: Types, Functions and Role; Line, Staff and Auxiliary Agencies, Headquarters and Field Relationship.
8. Accountability and Control: Legislative, Executive and Judicial Control over Administration, Citizen and Administration.
M. A. PUBLIC ADMINISTRATION (SEMESTER-I)

Suggested Readings:

4. Amarjit Singh Dhillon Lok Parshashan De Mool Sidhant (Pbi.)
M. A. PUBLIC ADMINISTRATION (SEMESTER-I)

19. L.D. White  
   Introduction to the Study of Public Administration,  

20. Luther Gulick & L. Urwick (Ed.)  
   Papers on the Science of Administration, Institute of  
   Public Administration, New York, 1937.

21. M.P. Sharma and B.L. Sadana  

22. Max Weber  
   The Theory of Social and Economic Organization, The  

23. Mohit Bhattacharya  
   Public Administration: Structurer, Process and Behaviour.

24. Mohit Bhattacharya  
   New Horizons of Public Administration, Jawahar  
   Publisher and Distributors, New Delhi, 2001.

25. Mohit Bhattacharya  
   Restructuring Public Administration–Essays in  
   Rehabilitation, IIInd Edition, Jawahar Publishers and  
   Distributors, New Delhi, 1999.

26. Nicholas Henry  
   Public Administration and Public Affairis, Sixth Edition,  

27. R.B. Jain:  
   Public Administration in India: 21st Century Challenges  
   for Good Governance, Deep and Deep Publications, New  
   Delhi, 2001.

28. Rumki Basu  
   Public Administration: Concepts and Theories, Sterling  

29. S.L. Goel  
   Advanced Administrative Theory, Deep and Deep  

30. S.L. Goel  
   Public Administration: Theory and Practice, Deep and  

31. T.N. Chaturvedi (Ed.)  
   Towards Good Governance, IIPA, New Delhi, 1999.

32. Vishnoo Bhagwan & Vidya Bhushan  
   Public Administration, S. Chand & Co.Ltd. New Delhi,  
   2005.
M. A. PUBLIC ADMINISTRATION (SEMESTER-I)

PAPER-II: INDIAN ADMINISTRATION

Time: 3 Hours       Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

1 Evolution of Indian Administration: Kautilya, Mughal Period, British Period.

SECTION-B

3 Political Executive at the Union Level: President, Prime Minister, Council of Ministers, Cabinet Secretariat, Cabinet Committees.
4 Structure of Central Administration: Central Secretariat, Prime Minister Office.

SECTION-C

5 Ministries and Departments: Ministry of Home Affairs and Ministry of HRD, Advisory Bodies, Boards and Commissions, Field Organizations.
6 Machinery for Plan Formulation: Planning Commission, Niti Ayog, National Development Council, Inter-Governmental Council.

SECTION-D

7 Issue Areas in Indian Administration: Relationship between Political and Permanent Executive, Generalist and Specialist in Administration, Citizen and Administration.
8 Corruption in India: Causes and Remedies. Role of Central Vigilance Commission; Lok Pal / Lok Ayukta.

SUGGESTED READINGS:

M. A. PUBLIC ADMINISTRATION (SEMESTER-I)

PAPER-III: DEVELOPMENT ADMINISTRATION

Time: 3 Hours Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
2. Difference between Development Administration and Traditional Public Administration, Administrative Development, Capability for Development Administration.

SECTION-B
3. Sustainable Development and Role of Bureaucracy in Development.

SECTION-C
5. Machinery for Development Planning at the Centre, State and Local Level.

SECTION-D
7. New Directions for Empowerment: Civil Society and NGOs.
8. International Agencies for Development: World Bank, UNDP and IMF.

SUGGESTED READINGS:


M. A. PUBLIC ADMINISTRATION (SEMESTER-I)

PAPER-IV: RESEARCH METHODS

Time: 3 Hours Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
1 Social Research : Objectives and Utility, Nature of Social Science, Types of Research.

SECTION-B
4 Hypothesis: Meaning, types.
5 Sampling Design: Bases and Types of Sampling.
6 Method of Social Research : Survey Method of Social Research.

SECTION-C
7 Data Collection : Interview.
8 Interview Schedule and Questionnaire.
9 Observation:: Participant and non-participant.

SECTION-D
11 Processing of Data: Classification, Tabulation and Editing.
12 Report writing.
M. A. PUBLIC ADMINISTRATION (SEMESTER-I)

SUGGESTED READINGS:

M. A. PUBLIC ADMINISTRATION (SEMESTER-I)
PAPER-V:  E-GOVERNANCE

Time: 3 Hours         Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
1. E-Governance: Definition, Objectives and Significance.

SECTION-B
4. Technology in Government.
5. Evaluating E-Governance.

SECTION-C
7. Service Delivery System in Rural Locations.
8. District Administration Online.

SECTION-D
10. Case Studies:
   a) E-Sampark Centres in Chandigarh.
   b) E-Seva in Punjab.
   c) Gyandoot Pilot Project in Madhya Pradesh.
   d) Lok Mitra in Himachal Pradesh.
   e) Automation in Ahmedabad Municipal Corporation.
M. A. PUBLIC ADMINISTRATION (SEMESTER-I)

SUGGESTED READINGS:

1. Anita Bansal : Information System Management.
M. A. PUBLIC ADMINISTRATION (SEMESTER-II)

PAPER-I: FINANCIAL ADMINISTRATION

Time: 3 Hours
Max. Marks: 100

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
2. Evolution of Federal Finance.

SECTION-B
7. Auditing and Accounting.

SECTION-C
9. Legislative Control Over Finance.

SECTION-D
15. Ministry of Finance: Organization, Functions and Role.
M. A. PUBLIC ADMINISTRATION (SEMESTER-II)

Suggested Readings:

<table>
<thead>
<tr>
<th>No.</th>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher/Year</th>
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<tr>
<td>17</td>
<td>M.J.K. Thavraj</td>
<td>Financial Administration in India</td>
<td>New Delhi, Sultan Chand and Sons, 1996</td>
</tr>
<tr>
<td>18</td>
<td>M.M. Suri</td>
<td>Government Budgeting in India</td>
<td>New Delhi, Commonwealth Publishers, 1990</td>
</tr>
<tr>
<td>20</td>
<td>S. Panda</td>
<td>Financial Administration and Personal Management in Public Enterprises</td>
<td>New Delhi, 1989</td>
</tr>
<tr>
<td>23</td>
<td>B.P. Tyagi</td>
<td>Public Finance</td>
<td>Meerut, Jai Prakash Nath, 1997</td>
</tr>
<tr>
<td>24</td>
<td>B.P.R. Vithal and M. Shastri</td>
<td>Fiscal Federalism in India</td>
<td>New Delhi, OUP, 2004</td>
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Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
1. Political Executive: Governor, Chief Minister, Council of Ministers.
2. Structure of State Administration: State Secretariat, Chief Secretary, Directorates.

SECTION-B

SECTION-C
5. District Administration: Structure, Functions and Role
6. Divisional Commissioner.
7. Deputy Commissioner: Changing Role.
8. Block Development and Panchayat Officer.

SECTION-D
10. Grievances Redressal Machinery: Lokpal
11. Right to Information.
SUGGESTED READINGS:

1. B.B. Mishra : Administrative History of India.
Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

2. Evolution of Urban Local Government in India.

SECTION-B

5. Functions of Urban Local Government.

SECTION-C


SECTION-D

10. Finances of Urban Local Government.
11. State Department of Urban Local Government.
Suggested Readings:

M. A. PUBLIC ADMINISTRATION (SEMESTER-II)

PAPER-IV: HUMAN RESOURCE DEVELOPMENT

Time: 3 Hours         Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A


SECTION-B

4. Avenues and Opportunities in Human Resource Development.

SECTION-C


SECTION-D


SUGGESTED READINGS:

M. A. PUBLIC ADMINISTRATION (SEMESTER-II)

8. Keith Davis and New York, John W. Newstro : Human Behaviour at work: Organizational Behaviour,
9. L. M. Prasad : Principles and Practice of Management, New Delhi,
10. Max D. Richards(ed.) : Reading in Management, Cincinnati, South Western
11. Peter Drucker : The Practice of Management, New York, Harper and
    Brothers, 1954.
12. R. S. Dwivedi : Human Relations and Organizational Behaviour, New
M. A. PUBLIC ADMINISTRATION (SEMESTER-II)
PAPER-V: SOCIAL WELFARE ADMINISTRATION

Time: 3 Hours  Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A
2. Difference between Welfare State and Socialist State. Is India a Welfare State?

SECTION-B

SECTION-C

SECTION-D
M. A. PUBLIC ADMINISTRATION (SEMESTER-II)

SUGGESTED READINGS:

12. A. X. Wadia : History of Philosophy of Social Work in India (Selected Chapters).
13. J. P. Naik : Educational Planning in India.
M. A. PUBLIC ADMINISTRATION (SEMESTER-II)

M. A. PUBLIC ADMINISTRATION (SEMESTER-III)
PAPER – I: ADMINISTRATIVE THOUGHT

Time: 3 Hrs. Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
Indian Thinkers: Kautilya, Jawahar Lal Nehru, Mahatma Gandhi

SECTION - B
Classical School: F.W. Taylor, Henri Fayol, Max Weber,

SECTION - C
Human Relation School: Mary Parker Follett, Elton Mayo, Chester I. Barnard,

SECTION - D
Positivists: Herbert A. Simon, Abraham H. Maslow, Frederick Herzberg.

Suggested Readings:

M. A. PUBLIC ADMINISTRATION (SEMESTER-III)


Additional Readings:

M. A. PUBLIC ADMINISTRATION (SEMESTER-III)

M. A. PUBLIC ADMINISTRATION (SEMESTER-III)
PAPER – II: COMPARATIVE PERSONNEL ADMINISTRATION

Time: 3 Hrs.         Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
1. Personnel Administration: Meaning, Scope, Functions & Significance.
2. Position Classification: Meaning, merits and demerits.
3. Bureaucracy: Concept, Meaning, Types and Role in Modern Society.

SECTION - B
7. Redressal Machinery: Central Administrative Tribunal.

SECTION - C

SECTION - D
M. A. PUBLIC ADMINISTRATION (SEMESTER-III)

Suggested Readings:

M. A. PUBLIC ADMINISTRATION (SEMESTER-III)

PAPER – III: ADMINISTRATION OF RURAL DEVELOPMENT WITH SPECIAL REFERENCE TO PUNJAB

Time: 3 Hrs.             Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
1. Rural Development–Concept and Significance.
2. Administrative Machinery for Rural Development at National, State, District and Block Levels.
3. MNREGA, Drought Prone Area Development Programme.

SECTION - B
4. Evolution of Panchayati Raj in India, Community Development Programme.
5. Impact of Balwant Rai Mehta Committee Report and Ashok Mehta Report on Rural Development: “CARD (Committee on Administrative Arrangements and Rural Development”

SECTION - C
8. Panchayati Raj Finances.
10. Role of DPO and BDO Political Parties in Panchayati Raj.

SECTION - D
11. Cooperative Administration at State and Local Levels.
12. Role of Cooperatives in Rural Development.
13. Relationship between Cooperatives and Rural Local Bodies.
M. A. PUBLIC ADMINISTRATION (SEMESTER-III)

Suggested Readings:

20. Rural Urban relation Committee.
M. A. PUBLIC ADMINISTRATION (SEMESTER-III)
PAPER-IV: COMPARATIVE PUBLIC ADMINISTRATION

Time: 3 Hrs.               Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
Comparative Public Administration: Meaning, Scope and Significance.
Evolution of Comparative Public Administration.

SECTION - B
Models of Comparative Public Administration with special reference to Agraria– Industria Models, Prismatic Model: Bazaar Canteen Model, Sala Model.
Max Weber’s Bureaucratic Model.
Contribution of Fred W. Riggs and Ferrel Heady to Comparative Public Administration.

SECTION - C

SECTION - D
M. A. PUBLIC ADMINISTRATION (SEMESTER-III)

Suggested Readings:

M. A. PUBLIC ADMINISTRATION (SEMESTER-III)

PAPER-V: ORGANISATIONAL BEHAVIOUR

Time: 3 Hrs.         Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A

1. The study of the Organization: Meaning, Importance, Approaches and properties of an organization.
3. Organizational Goals: Significance of goals and Goal Setting Process.

SECTION - B

5. Personality: Meaning, determinants of personality, Theories on Personality.

SECTION - C


SECTION - D

10 Organizational Development: Definition, Characteristics and Objectives. Organizational Development Process.
M. A. PUBLIC ADMINISTRATION (SEMESTER-III)

Suggested Readings:

M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)
PAPER I: ADMINISTRATION OF PUBLIC SECTOR UNDERTAKINGS

Time: 3 Hrs.                                           Max. Marks: 100

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
Meaning and Scope of Public Enterprises.
Growth of Public Sector in India and Industrial Policy Resolutions.
Objectives and Role of Public Enterprises
Forms of Public Enterprises.

SECTION - B
Governing Board: Composition, Powers and role.
Problems of Management.
Executive and Parliamentary control over Public Enterprises.

SECTION - C
Personnel Management; Recruitment and training.
Industrial Relations: Role of Trade Unions.
Workers Participation in Management of Public Enterprise.

SECTION - D
Pricing Policy and Practices.
New Economic Policy: Impact on Public Sector
Disinvestment in Public Sector Undertakings and Privatization.
# M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)

**Suggested Readings:**

M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)
PAPER II: PUBLIC POLICY AND ANALYSIS

Time: 3 Hrs.                                                   Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
Policy Analysis: Meaning, Dimensions, Stages.

SECTION - B
Public Policy Making: Role of Political Executive, Legislature, Bureaucracy, Judiciary, Political Parties, Interest Groups, Media. Policy making process

SECTION - C
Public Policy Implementation: Role of Legislature, Political Executive, Bureaucracy and Judicial Intervention.
Role of Non–governmental agencies –Voluntary Organizations, Pressure Groups.
Major problems in Policy Implementation.

SECTION - D
Criteria for evaluation of Public Policy.
Policy analysis of New Education Policy and latest developments.
M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)

Suggested Readings:

M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)
PAPER III: LABOUR WELFARE ADMINISTRATION

Time: 3 Hrs.         Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
1. Labour Welfare: Concept, Scope, and Significance..
2. Labour: Characteristics of Indian Labour, Major Labour Problems in a developing country.

SECTION - B
5. Trade Unionism: History and role of Trade Union Movement in India.
6. Worker’s Participation in Management: Concept, Significance and Mode of Participation.

SECTION - C

SECTION - D
Suggested Readings:

13. N.L. Ganguly, *Worker's Participation in Management*. Delhi, BMS, 1979
19. T N. Bhagoliwal, *Economic of Labour and Industrial Relations*


M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)
PAPER IV: INTERNATIONAL ADMINISTRATION

Time: 3 Hrs.                     Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A
1. International Administration till the Second World War with special reference to the League of Nations.

SECTION - B
3. Major Functions of the UN.
4. Specialized Agencies of the UN: UNDP and UNICEF.

SECTION - C
5. Specialized Agencies of the UN: UNESCO and WHO.

SECTION - D
8. Reforms in International Administration.

Suggested Readings:


M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)
PAPER – V: ADMINISTRATIVE TECHNIQUES

Time: 3 Hrs. Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION - A

1. Administrative Techniques: Significance and Features.
2. Work Study and Work Measurement.
3. Programme Evaluation and Review Techniques (PERT) and Critical Path Method (CPM)

SECTION - B

4. Meaning, Methodology and techniques.
5. Operational Research.
6. Computerisation in Administration ,MIS, management, information, system: types and significance.

SECTION - C


SECTION - D

M. A. PUBLIC ADMINISTRATION (SEMESTER-IV)

Suggested Readings:

5. S. L. Goel: Administrative Techniques