

UNIVERSITY OF RAJASTHAN, JAIPUR



SYLLABUS

**SCHEME OF EXAMINATION AND
COURSES OF STUDY**

FACULTY OF SOCIAL SCIENCE

M.A.

PUBLIC ADMINISTRATION

SCHEME OF EXAMINATION

(Annual Scheme)

Each Theory Paper	3 Hrs. duration	100 Marks
Dissertation / Thesis/ Survey Report/ Field Work, if any.		100 Marks

1. The number of papers and the maximum marks for each paper/practical shall be shown in the syllabus for the subject concerned. It will be necessary for a candidate to pass in the theory part as well as in practical part (wherever prescribed) of a subject/paper separately.
2. A candidate for a pass at each of the Previous and the Final Examinations shall be required to obtain :
 - (i) Atleast 36% marks in the aggregate of all the papers prescribed for the examination and
 - (ii) Atleast 36% marks in practical(s) wherever prescribed at the examination, provided that if a candidate fails to secure atleast 25% marks in each individual paper at the examination and also in the dissertation/Survey report/ Field work, wherever prescribed, he shall be deemed to have failed at the examination notwithstanding his having obtained the minimum percentage of marks required in the aggregate for that examination. No division will be awarded at the Previous and the Final Examination. Division shall be awarded at the end of the Final Examination on the combined marks obtained at the previous and the Final Examination taken together, as noted below:

First Division	60%	} of the aggregate marks taken together of the Previous and the Final Examinations.
Second Division	48%	
3. If a candidate clears any Paper(s) Practical(s) / Dissertation prescribed at the Previous and/or Final Examination after a continuous period of three years, then for the purpose of working

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out his division the minimum pass marks only viz. 25% (36% in the case of practical) shall be taken into account in respect of such Paper(s)/Practical(s)-Dissertation are cleared after the expiry of the aforesaid period of three years; provided that in case where a candidate required more than 25% marks in order to reach the minimum aggregate as many marks out of those actually secured by him will be taken into account as would enable him to make up the deficiency in the requisite minimum aggregate.

4. The Thesis/Dissertation/ Survey Report/ Field Work shall be type-written and submitted in triplicate so as to reach the office of the Registrar atleast 3 weeks before the commencement of the theory examinations. Only such candidates shall be permitted to offer Dissertation/ Field Work/ Survey Report/ Thesis (if provided in the scheme of examination) in lieu of a paper as have secured atleast 55% marks in the aggregate of all the papers prescribed for the previous examination in the case of annual scheme irrespective of the number of papers in which a candidate actually appeared at the examination.

N.B. Non-collegiate candidate are not eligible to offer dissertation as per provisions of O.170-A.

M.A. PUBLIC ADMINISTRATION

There shall be eight papers and any one paper in lieu of viva-voce under Group B at the M.A. (Final) examination : Each paper will be of three hours duration and carry 100 marks. Out of nine papers, there shall be five compulsory and out of which three will be offered in M.A. Previous and two in M.A. Final. The four optional papers will be divided into two groups A & B. Any one paper will be offered from Group A in M.A. Previous and three papers from Group B in M.A. Final. Dissertation, if offered, shall be permissible only in the final year.

M.A. Previous Examination

Compulsory papers :

- Paper I : Administrative Theories and Management
 Paper II : Comparative Public Administration
 Paper III : Public Personnel Administration

Optional Papers - Group A : Any one out of the following :

- ~~Paper I : Economic Systems and Administration~~
 I
 II
 III
 Paper IV : Social Administration
 Paper V : Administrative law
 Paper VI : Politics and Administration
 Paper VII : Public Administration in Canada

M.A. Final Examination

There shall be two compulsory papers and three optional papers to be chosen out of Group B.

Compulsory papers :

- Paper IV : Public administration in India
 Paper V : Economic Policy and Administration

Optional Paper - Group B : Any three of the following :

- ~~Paper I : Development Administration~~
 Paper II : Research Methodology and Statistics in Public Administration
 Paper III : Administration of Public Undertakings
 Paper IV : Indian Constitution
 Paper V : Urban Local Administration
 Paper VI : Rural Local Administration
 Paper VII : International Organisation and Administration
 Paper VIII : Public Office Organisation and Management
 Paper IX : Business Administration
 Paper X : Correctional Administration
 Paper XI : Labour Welfare Administration
 Paper XII : Administrative Thinkers
 Paper XIII : Psychology and Administration
 Paper XIV : State Administration in India with special reference to Rajasthan
 Paper XV : Founders of Indian Policy : Mahatma Gandhi & Jawaharlal Nehru
 Paper XVI : Educational Administration
 Paper XVII : Administration of Environment and Human Ecology
 Paper XVIII : Administration Public Relations
 Paper XIX : Dissertation

M.A. PREVIOUS

Compulsory Papers :

Paper I : Administrative Theories and Management

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Public Administration as a Social Science. Development of the Discipline of Public Administration. Contemporary Approaches to the Study of Public Administration - Behavioural, Systems and Structural - functional Approaches. Its relation to Political Science, Economics, Sociology, Law and Psychology.

Concepts of Formal Organisation. Unity of command, Chief Executive, Division of Work, Hierarchy, Span of Control, Line and Staff with special reference to the contributions of Gulick, Urwick and Mooney.

Section 'B'

Scientific Management : Contributions of Taylor and Fayol. Organizational analysis - Chester Barnard.

Hawthorne Experiments - Concept of Informal Organisation.

Motivation, Morale with special reference to the contributions of Elton Mayo, McGregor, Herzberg, Maslow.

Administrative Behaviour - Decision Making (H. Simon).

Section 'C'

Concept of Management and its Techniques - Authority & Responsibility, Leadership. Supervision and control, Co-ordination, Communication, Public Relations, Centralisation Decentralisation.

Delegation, Participative Management, Group dynamics Modern Aids to Management Automation - Cybernetics, PERT, CPM.

Core Readings :

1. Pffifner and Presthus : Public Administration
2. Simon, Smithburg & Thompson : Public Administration
3. Felix A. Nigro : Modern Public Administration
4. Tilet Kempner and Mills : Management Thinkers
5. Terry : Principles of Management
6. Newman and Summer : Process of Management
7. McFarland : Management Principles and Practices
8. Hanika : New Thinking in Management
9. अवस्थी एवं माहेश्वरी : लोक प्रशासन
10. McGregor : The Human Side of Enterprise
11. Schodebek : Management System.
12. प्रभु दत्त शर्मा : लोक प्रशासन
13. महादेव प्रसाद शर्मा : लोक प्रशासन-सिद्धान्त तथा व्यवहार
14. अवस्थी एवं माहेश्वरी : प्रशासनिक सिद्धान्त

15. Nichlos Henry P.A. : Public Affairs (1995)

Subsidiary Readings :

1. Chester Barnard : The Functions of the Executive
2. M.P. Follet : Dynamic administration
3. March and Simon : Organisations
4. Albrow : Bureaucracy
5. Etzioni : A Comparative Analysis of Complex Organisations
6. Gulick and Urwick : Papers on the Science of Administrations
7. William P. Sexton : Organisation Theories.
8. William G. Scott : Organisation Theory : A Behavioural Analysis of Management.
9. John A. Seiler : A System Analysis in Organisation Behaviour
10. Schien : Organisational Psychology
11. Silverman : The Theory of Organisation
12. Grusky and Miller : The Sociology of Organisation
13. Katz and Kahn : The Social Psychology of Organisation
14. Argyris : Personality and Organisation
15. Haire : Modern Organisation Theory
16. Littlefield and Rachel : Office and Administrative Management
17. James D. Gallagher : Management Information Systems and the Computer, American Management Association.
18. Greenwood : Management and Organisation Behavioural Theories
19. Johnson, Kast and Rosenzweig : The Theory and Management of System.
20. Kast and others : Organisation and Management : A Systems Approach.
21. Hodges, Bialley and Johnson : Management and Organisational Behaviour.
22. Reddin : Management Effectiveness.
23. Basset : Management Styles in Transition.
24. Likert : New Patterns of Management
25. Andrew M. Brown : Management by Objectives
26. J.W. Humble : Management by Objectives
27. Gerald Caiden : Dynamics of Public Administration.

Journals :

1. Indian Journal of Public Administration, New Delhi.
2. Public Administration Review, U.S.A.
3. Public Administration, London.
4. Philippine Journal of Public Administration, Manila.
5. Canadian Journal of Public Administration, Ottawa.
6. Administrative Change, Jaipur.

N.B. : These journals will be found useful for other papers also.

Paper II : Comparative Public Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Comparative Public Administration : Concept, Nature, Evolution, Scope and Significance. Theory building in comparative Public Administration. Public Administration and Environment - Social Economic, Cultural and Political.

Approaches to the study of comparative Public administration, Institutional, Behavioural, Systems, Structural - Functional, Ecological.

Section 'B'

Max Weber's Typology of Authority and Administrative systems with particular reference to use of Ideal Type of Bureaucratic Model, Weber's Model and its utility and limitations in the context of Administrative systems of Third World.

Riggs typology of societies with particular reference to Prismatic Society, Sala Model and Prismatic society Revisited.

Section 'C'

Salient features of Administrative System of U.K., U.S.A., France, China and Bangladesh - comparisons with Indian system.

Core Readings :

1. William Siffin (ed.) Towards the Comparative Study of Public Administration.
2. Ferrel Heady and Sybil Stokes (eds.) : Papers in Comparative Public Administration (1962), articles by Heady, Riggs & Diamant.
3. Ferrel heady : Public Administration : A Comparative Perspective.
4. Fred W. Riggs : Administration in Developing Countries.
5. H.H. Gerth and C. Wright Mills : Max Weber Essays in Sociology (Portions on Bureaucracy)
6. Edward Weidner (ed) : Development Administration in Asia.
7. Fred W. Riggs (ed) : Frontiers of Development Administration.
8. Herman Finer : Government of Greater European Powers.
9. Mackenzie and Grove : Central Administration in Britain.
10. U.S. Government : Organisation manual (Latest edition)
11. Ferguson & McHenry : The American system of Govt. (Latest edition)
12. टी.एन. चतुर्वेदी : तुलनात्मक लोक प्रशासन

Subsidiary Readings :

1. Max Weber : Theory of Social and Economic Organisation, edited by Parsons and Henderson.
2. Reinhard Bendix : Max Weber : An Intellectual Portrait
3. Irving Swerdlow (ed.) : Development Administration
4. Guay Hathron, et. al. : Government & Politics in the United States.

Paper III : Public Personnel Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Conceptual : Bureaucracy : Its nature and concept, recent trends and types of Bureaucracy with special reference to Morstein Marx. Development and significance of Public Services, Nature and scope of personnel administration, Human Resource Management. Neutrality of Civil Service. Ethics in Public Services.

Section 'B'

The following topics to be discussed with reference to India : Classification, Recruitment, Union Public Service Commission, Salary, Training, Promotion, conduct rules and Disciplinary Action, Machinery for Negotiation - Joint Consultative council-Comparison with Whitley councils, Political Rights and Right to Strike, Retirement Benefits.

Section 'C'

The following topics to be discussed with reference to UK, USA and France : Classification, Recruitment, Training, Promotion, conduct Rules and disciplinary Action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement Benefits.

Core Readings :

1. Finer : Theory and Practice of Modern Governments (Chapters on Civil Service)
2. E.N. Gladden : British Civil Service - Its Problem and Future.
3. O. Glenn Stahl : Public Personnel Administration.
4. V.M. Sinha : Personnel Administration.
5. Maackenzie and Grove : Central Administration in Britain (Chapters on Personnel Administration)
6. वी.एम. सिन्हा : कार्मिक प्रशासन
7. सी.एम. जैन : सेवीवर्गीय प्रशासन

Subsidiary Readings :

1. Shriram Maheshwari : Higher Civil Service in France
2. Geoffrey K. Fry : The Changing Civil Service
3. U.S. Government Manual
4. Government of India : Central Pay Commission Reports
5. Gavin Drewy & Tony Butcher : The Civil Service Today
6. Government of France : An Introduction to French Public Administration
7. HMSO : Progress in the Next Steps Initiative

OPTIONAL PAPERS :

Paper I (Gr. A) : Economic Systems and Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Nature and role of Eco-systems: (1) Basic features of various Eco-system.

- (a) Capitalistic, (b) Socialistic, (c) Mixed Economics.
- (2) Basic Economic institutions under :
 - (a) Capitalistic, (b) Socialistic (c) Mixed Economics
- (3) Relationship between Eco-system and Administration under :
 - (a) Capitalistic Economy. (b) Socialistic Economy (c) Mixed Economy.

Section 'B'

Eco-system and Administration of Developing countries with special reference to Agricultural Development. Industrial Development and foreign trade. Role of Multi National Corporations and World Trade Organisation.

Section 'C'

Eco-system and Administration of Developing countries with special reference to India. Problems related to Agriculture, Industrial Development, foreign trade and aid.

The growth and performance of Indian Eco-system and Administration since independence.

References :

1. Loucks & Whitney, Comparative Economic Systems
2. Allen Gruchy, Comparative Economic Systems
3. Blodgett, Comparative Economic System.
4. Jan S. Prybla (edited), Comparative Economic System
5. G.N. Halm, Economic Systems.

Part II (Gr. A) : Social Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting of least one question from each section.

Section 'A'

Concepts, Meaning, Nature, Scope, Principles and Significance of Social Administration, Social Policy in India : Policy and problem perspective for the Welfare of S.C., S.T., Women and Children. Social Legislations in India : Its inadequacies and suggestions. Social Planning in India : Social Development under various Five Year Plans, Problems and Suggestions.

Section 'B'

Organisation : Social administration at the Central level Ministry of Welfare, its composition and working, department of Women and Child Development. Central Social Welfare Boards, its composition, functions and status. Social Administration at the State Level. State Social Welfare Advisory Board, its composition and functions.

Section 'C'

Directorate of Social Welfare of Rajasthan. Social Administration at district level. Role of significance and Problems of social welfare. Role of Voluntary Agencies and Non-Government Organisations in India. Personnel System for Social Administration at various levels. Need for the creation of

a special cadre of Social Administration.

Problem of Social administration in India. Role of National commission for Women. National Commission on Human Rights and Commission for Scheduled Castes and Scheduled Tribes.

Readings :

1. David C. Marsh : An Introduction to Social Work.
2. Friedlander : Introduction to Social Welfare.
3. G.B. Sharma : Social Administration in India
4. T.N. Chaturvedi and Chandra Kholi (eds.) : Social Administration : Development and Change

Reference Books :

1. India, Encyclopedia of Social Work
2. American Social Work Year Book.
3. India. Committee on Plan Projects. Planning Commission Report of the Study Team on Social Welfare and Welfare of Backward Classes. 1969.
4. C.R. White : Public Welfare Administration.
5. T.H. Marshall : Social Policy

Journals:

1. Indian Journal of Social Work
2. Indian Journal of Public Administration
3. Political Science Review.
4. Social Welfare.

II Paper (Gr. A) : Administrative Law

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Public Law and Public Administration. Administrative Law—Its meaning, nature and scope. Causes for its growth.

Constitutional Foundations of Administrative Law.

- (a) Rule of Law, (b) Separation of Powers
(c) Administrative Law and Constitutional law - their relationship.

Section 'B'

Droit Administration in France.

Administrative Law Making : Delegated Legislation / Subordinate Legislation - Meaning, nature and causes for its development. Forms of Delegated Legislation, Procedural safeguards and legislative control over delegated legislation. Concept of sub-delegation.

Section 'C'

Administrative Decision Making : Administrative Tribunals - Meaning & Importance. Characteristics of Administrative Tribunals, Distinction between Tribunal and Court. Principles of Natural Justice.

Administrative Discretion - Meaning, Definition and Judicial Control over Discretion.

Judicial Review of Administrative Actions : Public Law Review -
Writs of Mandamus, Prohibition and certiorari.

Liability of Administration - Contractual and Tortuous.

Readings :

1. I.P. Massey : Administrative Law.
2. C.K. Thakkar : Administrative Law (Eastern Book Co.)
3. Sir William Wade - Public Law in Britain and India (N.M. Tripathia & Co.), Bombay 1992.
4. Philip J. Cooper - Public Law and Public Administration.
5. Griffith and Street : Principles of Administrative Law
6. M.A. Fazal : Judicial Control of Administrative Action in India and Pakistan.
7. B. Ganguly : Administrative Legislation in Modern Law in India.
8. A.P. Hassumani : Some Problems of Administrative Law in India.
9. M.C.J. Kagzi : Indian Administrative Law.
10. S.P. Sathe : Administrative law in India.
11. M.P. Jain & S.N. Jain : Principles of Administrative law.

Subsidiary Readings:

1. H.W.A. Wade : Administrative Law
2. Wade and Philips : Constitutional Law
3. D.C.M.A. Yardly : Source Book of English Administrative Law
4. S.A. De Smith : Judicial Review of Administrative Action.
5. J.F. Garm : Administrative Law.
6. M. Sieghar : Government by Decree
7. C.J. Hamson : Executive Discretion and Judicial Control
8. A. T. Markose : Judicial control of Administrative law.
9. C.T. Garm : Concerning English Administrative Law
10. C.T. Garm : Delegated Legislation.
11. Bernard Schwartz : An Introduction to American Administrative Law.
12. Indian Law Institute : Delegated Legislation in India
13. Bernard Schwartz : French Administrative Law Common Law World.
14. David Foulkes : Introduction to Administrative Law.

Journals:

1. Quarterly Journal Published by the Indian Law Institute
III PAPER (Gr.A) : Politics and Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Approaches to the study of political system, Systems approach. Structural - Functional approach. Salient ideas of Plato. Aristotle. Kautilaya and Woodrow Wilson on political and administrative systems.

Section 'B'

The concept of political system with special reference to the ideas of

David Easton and Almond, Relationship between political and administrative systems with special reference to the impact of political parties and pressure groups, political culture.

Section 'C'

Concept of Political Development. Factors influencing Political Development - Concept of Administrative Development, Relationship between Political and Administrative Development. Ideas of Michael Crozier. Karl Marx & Robert Merton on Bureaucracy, concept of Administrative State. Public Opinion.

Core Books :

1. Almond and Coleman : Politics of Developing Area
2. H.V. Wiseman : Political System : Some Sociological Approaches
3. Almond and Powell : Comparative Politics - A Developmental Approach
4. Eckstein and Apter : Comparative Politics
5. M.J.M. Mackenzie : Politics and Social Science
6. J.C. Charlesworth : Contemporary Political Analysis
7. Albrow : Bureaucracy
8. F.W. Riggs : Administration in Developing Countries
9. Ferrel Heady and Sybil Stocks : Papers on Comparative Public Administration
10. देवकान्ता शर्मा : कौटिल्य के प्रशासनिक विचार
11. S.P. Verma : Modern Political Theory (English & Hindi)
12. Lucian W. Pye : Aspects of Political Development
13. Sabine : History of Political Thought

Subsidiary Readings :

1. Greadl Caiden : Administrative Reforms
2. Merton et. al. : Readers in Bureaucracy
3. Brai Banti : Political and Administrative Development
4. Siffin : Toawrds the Comparative Study of Administration
5. Blau : The Dynamics of Bureaucracy
6. Swerdlow : Development Administration - Concepts and Problems
7. Montgomery and Siffin : Approaches to Political Development and Change.
8. La Palombara : Bureaucracy and Political Development.
9. Crozier : The Bureaucratic Phenomenon
10. Mouzelis : Organization and Bureaucracy
11. Finkle and Gable : Political Development & Social Change
12. David Easton : A System Analysis of Political Life
13. David Easton : Political System : An Inquiry into the State of Political Science
14. Hary M. Johnson : Sociology—A Systematic Introduction
15. Davis and Lewis : Models of Political Systems
16. Holt and Turner : Comparative Research Methods

Journals :

1. Indian Journal of Public Administration (New Delhi)

2. Political Science Review (Jaipur)
3. Administrative Change (Jaipur)
4. Journal of the Parliamentary and Constitutions Studies (New Delhi)
5. Public Administrative Review (U.S.A.)

Paper V (Gr. A) : Public Administration in Canada

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

I. Constitutional Framework of Canada : Evolution and Basic Features of Canadian Constitution - Acts of 1867, 1982. The Charter of Rights and Freedoms. Meech Lake Accord, 1987. The Charlottetown Accord.

II. The Political Framework of Canada : The Formal Executive - Crown, Nonarchy and Governor General; The Political Executive - The Prime Minister. The Cabinet. The Ministers; The Parliament—The House of Commons. The Opposition, The Senate; The Legislative Process—The Committee System; The Structure and Role of Judiciary.

III. Government Departments and Central Agencies : The Prime Minister's Office. The Privy Council Office, Federal - Provincial Relations office, Treasury Board. Department of Finance.

Section 'B'

IV. Crown Corporations : The Rationale. Classification and Political. Ministerial and Judicial Controls. Special Operating Agencies.

Regulatory Agencies: Definition. Functions and Types.

V. Federalism and Inter-Governmental Relations : Federal - Provincial Relations : Constitutional, Administrative and Fiscal.

VI. Personnel Administration : Evolution of the Public Personnel System; The Concept of Merit; The Major Personnel Processes - Recruitment. Training, Promotion, classification. Performance Evaluation. Equal Opportunity and Affirmative Action; Representative Bureaucracy; collective Bargaining in the Civil Service.

Section 'C'

VII. The Budgetary Process : Preparation and Execution of Budget at the Federal level.

VIII. Theory and Practice of Public Policy-Making in Canada : The rationale and role of various agencies and institutions in policy-making.

X. Public Administration and Local Government : Rationale. Structure and the Territorial Dimensions.

XI. Issue in Canadian Public Administrations : Administrative Secrecy; Citizen Participation in Governmental Processes; Administrative Values and Ethics; Responsibility and Accountability in Government.

Core Readings :

1. Kenneth Kernaghan and David Siegel : Public Administration in Canada, 3rd ed. (Nelson Canada. 1995)

2. Peter Auncin : **The New Public Management in Canada.** (Institute for Research on Public Policy. Montreal. 1996).
3. Robert F. Adie and Paul G. Thomas : **Canadian Public Administration,**(Prentice Hall, 1987)
4. Kenneth Kernaghan (ed.) : **Public Administration in Canada : Selected Readings,** (Methuen, Toronto, 1985).
5. J.E. Hodgetts and D.C. Corbett. (Eds.) : **Canadian Public Administration,** (MacMillan, Toronto, 1960)
6. James John Guy : **How We are Governed.** (Harcourt Brace. Canada, 1995)
7. Robert J. Jackson and Doreen Jackson : **Politics in Canada : Culture, Institutions Behaviour and Public Policy,** (Prentice Hall, Canada, 1994, 3rd Ed.)
8. Andrew F. Johnson and Andrew Stutch : **Canadian Public Policy : Globalization and Political Parties,** (Copp Clark Ltd. Toronto, 1996).

Subsidiary Readings :

1. Kenneth Kernaghan, **Bureaucracy in Canadian Government,** (Methuen, Toronto, 1973, 2nd (Ed.)
2. **Public Service 2000 : The Renewal of the public Service of Canada,** (Ministry of Supply and Services, Ottawa, 1990)
3. **Report of the Committee on the Review of Personnel Management and the Merit Principle,** (Ministry of Supply and Services. Ottawa, 1979).
4. Kenneth Kernaghan and John W. Langford, **The Responsible Public Servant,** (The Institute for Research on Public Policy, Halyax. 1990)
5. Jacob Finkleman and Shirley B. Goldenberg, **Collective Bargaining in the Public Service : The Federal Experience in Canada,** (Institute for Research on Public Policy, Montreal, 1983)
6. G. Bruce Doern, Leslie A. Pal, Brien W. Tomlin, (eds.), **Border Crossings : The Internationalization of Canadian Public Policy,** (Oxford University Press. Toronto, 1996)
7. Thomas J. Courchene and Arthur E. Stewart, **Essays on Canadian Public Policy,** (School of Policy Studies, Queen's University, Kingston, 1989)
8. J.E. Hodgetts, William McCloskey, Reginald Whittaker, and V. Seymour Willson, **The Bibliography of an Institution : The Civil Service of Canada, 1908-1967,** (McGill-Queen's University Press, 1972)
9. J.E. Hodgetts, **The Canadian Public Service,** (University of Toronto Press, Toronto, 1973).
10. Civil Service Commission, Canada, **Personnel Administration in the Public Service,** (Queen's Printer, 1958)
11. Treasury Board, Canada, **Public Service 2000. PS 2000 : Reports and Summaries of the Task Forces** (Privy Council Office, 1990)
12. O.P. Dwivedi, (ed.) : **The Administrative State in Canada,** (University of Toronto Press, Toronto, 1982)

Journals:

1. Canadian Public Administration
2. Canadian Public Policy
3. Canadian Journal of Political Science
4. Canadian Journal of Economics
5. Indian Journal of Public Administration

M.A. FINAL

COMPULSORY PAPERS :

Paper IV. Public Administration in India

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Historical Background of Indian administration with special reference to influence of British period. Salient features of Indian administration.

The Union executive - President, P.M. and Council of Ministers.

The Organisation & Working of the Central Secretariat and the Cabinet Secretariat. Ministry of Home Affairs and Ministry of Personnel Pension and Public Grievances.

Section 'B'

The Major forms of Public sector Enterprises - Department, Corporation and company.

Personnel administration - Classification of Indian Civil Services. Recruitment and Training of All India Services.

Financial Administration - Role of Ministry of Finance - Budget Formulation. Enactment and Execution. Comptroller and Auditor General of India.

Section 'C'

Control over Administration—Parliamentary, Executive and judicial Redressal of citizens' Grievances.

Administrative Reforms with special reference to Administrative Reforms Commission and Sarkaria Commission.

Core Readings :

1. Ashok Chanda : Indian Administration
2. K.V. Rao : Parliamentary Democracy in India
3. M.V. Pylee : Constitutional Government in India
4. S.S. Khera : District Administration in India
5. C.P. Bhambhri : Bureaucracy and Politics in India
6. C.P. Bhambhri : Public Administration in India
7. A.R.C. Reports on Citizens Grievances Machinery, Personnel Administration, Planning Machinery, etc.
8. Parmatma Sharan : Public Administration in India
9. Avasthi & Avasthi : Public Administration in India

10. पी.डी. शर्मा एवं बी.एम. शर्मा : भारतीय प्रशासन
11. S.R. Maheshwari : Indian Administration
12. Ramesh Arora & Rajni Goyal : Indian Public Administration

Subsidiary Readings :

1. D.D. Basu : Commentaries on the Constitution of India
2. D.K. Sen : Comparative Study of Indian Constitution
3. A.R.C. Reports
4. Reports of the Parliamentary Committee (New Delhi)
5. एच.सी. शर्मा, भारत में लोक प्रशासन
6. S.R. Maheshwari : State Governments in India

Journals :

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Journal of the Constitutional and Parliamentary Studies (New Delhi)
4. Lok Prashasan, Bhopal (M.P.)
5. राज्य शास्त्र समीक्षा
6. The Administrator (Mussoorie)

Paper V : Economic Policy and Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Salient features of Developing Economics. The Role of Government in Economic Development. Nature and reasons of growing importance of Economic planning in under developed regions of the world with particular reference to India.

- (a) The growth of the planning Idea.
- (b) Machinery for Planning : Planning Commission. NDC.
- (c) Process of Plan formulation and implementation.
- (d) A brief survey of India's five year plans. A account of their achievements and failures.

Section 'B'

Planning in Rajasthan with special reference to planning Machinery and planning process at Micro & Macro level. Planning process in the context of Democratic Decentralisation.

Impact of Planning on the Eco-Development in Rajasthan.
Administration, Problems related to implementation of plan.

Section 'C'

Brief analysis of Industrial policy resolution and new Eco. Policy resolution.

Principle forms of Organisation of Public enterprises :

Departments, Statutory corporation and joint stock companies, public sector corporation.

Nature, Composition, composition and problems of governing boards.

Administrative problems relating to recruitment. Training and Industrial relations in Public enterprises. Administrative problems related to resources mobilisation disinvestment and privatization, parliamentary and Ministerial control over public enterprises, Role of C.A.G. in financial control of Public enterprises.

Performance of Public enterprises in India and their impact on Economic Development in India.

Core Readings :

1. S.S. Khera : Management and Control in Public enterprises
2. A.H. Hanson : Management Problems of Public Enterprises
3. V.V. Ramanandhan : Control over Public Enterprises in India
4. Administrative Reforms COMMISSION : Report on Public Sector Undertaking.
5. S.S. Khera : Government in Business
6. D. Bright Singh : Economics of Development
7. Higgins : Economic Development
8. A. H. Hanson : The Process of Planning
9. Administrative Reforms Commission Report on Planning
10. टी.के. जैन एवं सुनील सक्सेना : लोक उद्योग

Subsidiary Readings :

1. N.N. Mallay : The Public Sector in India
2. Raj. K. Nigam (ed.) : Management of Public Sector in India
3. Jain Prakash : Arthik Niti Avam Prashasan
4. K.R. Gupta : Issues in Public Enterprise
5. T.Ramaswami : Public Enterprise in India
6. K.K. Khanna : Management of Public Sector
7. K.R. Gupta : Organization and Management
8. Pierre Bauchet : Economic Planning : The French Experience
9. P.E.D. : Economic Planning in France.
10. Loucks : Comparative Economic Systems
11. W. Arthur Lewis : The Theory of Economic Planning
12. Meier : Leading Issues in Development Economics
13. Planning Commission : Various Plans of India
14. Report on District Planning : Gujrat State.

Paper I (Gr. B) : Development Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Development Administration : Meaning, nature, Scope, Significance, Ecology of Development Administration. Political, Economic, Social and Cultural Influences on Development Administration and the impact of administrative system on political, economic, social, cultural and technological change. Examples to be given from India. China and Nepal.

Section 'B'

Features of the administrative systems in China, Nepal and Philippines with specific reference to :

- (A) Role of Bureaucracy in Economic Development.
- (B) Role of Bureaucracy in Social Change.

Section 'C'

Sustainable Development, Environment and Development. Administration of Development, Plans, Programmes and Projects. Responsive Administration. People's Participation in Development Process. This section will focus on the Indian experience.

Core Readings :

1. Faisal Al-Salem : The Ecology of Development Administration.
2. Fred, W. Riggs (ed.) : Frontiers of Development Administration.
3. Edward Weidner (ed.) : Development Administration.
4. John D. Montgomery & William J. Siffin : Approaches to Development
5. Irving Swerdlow (ed.) : Development Administration in Asia
6. Edward Weidner (ed.) : Public Administration & Technical Assistance
7. Joseph La Palombara (ed.) : Bureaucracy and Political Development
8. Nimord Raphaeli : Readings in comparative Public Administration
9. Fred Riggs : Thailand : Modernization of Bureaucratic Polity
10. William Siffin : Thai Bureaucracy
11. R.S. Chauhan : The Political Development of Nepal
12. Gunnar Myrdal : Asian Drama
13. Fred Riggs : Administration in developing Countries
14. A.R. Tyagi : The Civil Service in a Developing Society
15. V.A. Pai Panandikar : Personnel System for Development Administration
16. प्रीता जोशी : विकास प्रशासन

Journals :

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Administrative Science Quarterly (USA)
4. Political Science Review (Vietnam)
5. Europe Review (Vietnam)
6. Chinese Journal of Public Administration

Paper II (Gr. B) : Research Methodology and Statistics in Public Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Research Methods : Subject and object of Methodology : Task and Role of Research methodology in social sciences with special emphasis on Public Administration.

The Scientific Method : Meaning and Definition of scientific methods; Basic elements of scientific method deductive and inductive method.

Relationship of theory and fact—Theory building in Public Administration. Concept law, theory and hypothesis their definitions and relationship.

Section 'B'

Nature of Scientific Social study :

The Research Design : Definition of the problem and formulation of working hypothesis : Methods of collecting data : Use of Historical Data Methods of field Observation; Questionnaires and Schedules; Types and Techniques of Interviewing; Data Processing Classification, Tabulation Presentation, Content Analysis; Report Preparing, Case study method—its role and significance in Public Administration.

Section 'C'

Elementary Statistical Techniques :

Problems of Measurement in Social Research; Levels of Measurement; Normal, Ordinal, Interval and Ratio Scales, Nature and Definition of Statistics; Meaning of the Statistical Units; Variables; Frequency Distribution; Measures of Central Tendency; Quartiles; Measures of Dispersion; Range, semi-Inter quartile Range. Mean Deviation, Standard Deviation, Coefficient of Variation. Skewness. Coefficient of Correlation—Pearson and Rank.

Sampling—Random, Stratified, Multi-Stage, Systematic, Cluster, Convenience, Judgement and Quta Sampling.

Core Readings :

1. F.A. Kerlinger : *The Foundations f Behavioural Research*
2. Pauline V. Young : *Scientific Social Surveys and Research* (4th Edn.)
3. W.J. Goode & Paul H. Hatt : *Methods in social Research*
4. Moser & Kalton : *Survey methods in Social Investigation*
5. Bernard S. Philips : *Social research, Strategy and Tactics*
6. Croxton and Cowden : *Applied general Statitics*
7. Simpson and Kafka : *Basic Statistics*
8. John H. Mueller and P. Schusesslier : *Statistical Reasoning in Sociology*
9. Hubert Blalock Jr. : *Social Statistics*
10. Wallis & Roberts : *Statistics : A New Approach*
11. Black & Champion : *Social Research*

Subsidiary Readings :

1. Weinberg and Schumaker : *Statistics—An Intuitive—Approach*
2. Anderson and Zeldith : *A Basic Course in Statistics*
3. Dennis J. Palumbo : *Statistics in Political and Behavioural Science*
4. S. Milne : *Concepts and Models in 'Public Administration'*
5. R.S. Atthriya : *Ten Case Studies in Research and Development.*
6. Abraham Kaplan : *The Conduct of Inquiry*
7. Ackoff : *Design of Social Research.*

Paper III (Gr. B) : Administration of Public Undertaking

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

The focus of this paper should be related to the internal administrative problems of the some of the specific undertakings like Railway Board, LIC, SAIL, BHEL, RSEB, RSRTC and RIICO.

Section 'A'

Forms of organisations and their operational autonomy. Sector cooperative Types of Boards, Role and functions of Board of Directors. Role of Public Enterprises Selection Board.

Section 'B'

Financial Administration : Resources mobilization, disinvestment, Role of disinvestment commission. Problems of risk units. Privatisation. Price and Profit Policy, accounting and auditing.

Personnel Administration, Recruitment. Training. Labour Welfare Industrial Relations and conditions of service and salary determination. Production planning and Political Control Marketing.

Section 'C'

Government Public Enterprises in the face public sector, private sector interface. Role of parliamentary committees. Role of Department of public enterprises. SCOPE, memorandum of understanding.

Consumer interest and public relations

Core Readings :

1. K.C. Khanna : Management of Public Sector
2. K.R. Gupta : Organization and Management
3. Nabogopal Das : The Public Sector in India (Asia, Bombay)
4. S.S. Khera : Government in Business (Asia, Bombay)
5. टी.के. जैन, सुनील सक्सेना : लोक उद्योग

Subsidiary Readings :

1. Committee on Public Undertakings (India) Reports
2. Annual Reports of the Various Public Enterprises in India and Abroad.

1) Paper IV (Gr. B) : Indian Constitution

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

1. Development of Indian Constitution since 1858 with Special reference to the Government of India Act 1919 and 1935 (Salient features).
2. Citizen and the State : Fundamental Rights, directive Principles of State Policy. Fundamental Duties.
3. President : Position, election Process, Powers and Relationship with

the Prime Minister and the Council of Ministers.

4. Parliament : Lok Sabha and Rajya Sabha, composition, powers and Mutual Relationship.

Section 'B'

5. Judicial system in India : Supreme court and High courts—Organisation and Powers.

6. State Executive : Governor—Position, Powers and relationship with the President, Chief Minister and the Council of Ministers.

7. State Legislature : Legislative Assembly and Legislative Council, composition, powers and functions.

8. Union State Relations : Legislative, Financial and administrative.

Section 'C'

9. Civil Services under the Indian Constitution.

10. Emergency Provisions—External emergency, Internal emergency and financial emergency.

11. Amendment Procedure of the Constitution.

Core Readings :

1. M.P. Singh : Constitution of India
2. D.D. Basu : Constitutional Law of India
3. D.D. Basu : Constitution of India
4. दुर्गा दास बसु : भारत का संविधान
5. Austin : Indian Constitution, Corner Stone of the Nation
6. Pylee : Constitutional Government in India
7. Morris Jones : Indian Parliament at Work.
8. Palmer : Indian Political System.
9. A.R. Desai : Social Background of National Movement in India
10. G.N. Singh : Landmarks in Constitutional Development in India
11. K.V. Rao : Parliamentary Democracy in India.
12. एम.पी. राय : भारतीय संविधान

Subsidiary Readings :

1. D.K. Sen : A Comparative Study of Indian Constitution
2. D.N. Bannerjee : Some Aspects of Indian Constitution.

Paper IV (Gr. B) : Urban Local Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

The process of urbanization, urban growth and Metropolitanisation, consequences of these on urban environment. Urban services and infrastructure. The significance and scope of urban Administration. Role of urban Local Government in the Management of urban Environment in the context of 74th Constitutional Amendment.

The structure and Pattern of urban local government in UK, USA and France.

Section 'B'

Municipal administration in India : The 74th Constitutional amendment Act, 1992. Patterns of urban Local Bodies viz. : Municipal corporations, Municipal councils and Nagar Panchayats, and other units of urban administration; Composition, structure. Functions and the Executive Systems with Special reference to relations between Elected and Appointed functionaries.

Decentralization of Municipal administration in large cities. The Committee System Their Utility and Effectiveness.

Municipal Personnel System : Recruitment and Training.

Municipal finances : Revenue Structure, Inter government Fiscal relations, State Finance commission and its role in enhancing Municipal Fiscal capability.

Section 'C'

Municipal corporations of Calcutta, Bombay and Delhi Urban Development Authority; Urban Improvement. Trust. Recent challenges and Major Problems of urban Administration, relation between urban local bodies and State Administration.

Reforms in Urban Local administration.

Core Readings :

1. R.L. Khanna : Municipal Government and administration
2. R. Argal : Municipal government in India
3. Blaif : Local Self Government in America
4. Chapman : an introduction to French Local Government

Subsidiary Readings :

1. A. Avasth : Municipal Government and Administration in India (Agra Laxmi Narayan & Co.)
2. Mohit Bhattacharya : Essays in Urban Govt. (Calcutta World Press)
3. Mohit Bhattacharya : Management of Urban Government India.
4. S.R. Nigam : Local Self government (Delhi, S. Chand & Co.)
5. S.K. Bhogle : Local Government in India
6. R. Argal : Municipal Government in India (Delhi, Vikas Publishers)
7. Rodney Jones : URBAN Politics in India (Delhi, Vikas Publishers)
8. D.B. Rosenthal : The Limited Elite
9. Seeley : Local Government Explained
10. Mand & Wood : Local Government System
11. G. Richard : New Local Government System
12. George S. Blair : Local Self Government in America
13. B. Chapman : An Introduction of French Local Government
14. Humeurs : Local Governments throughout the World.



Paper (Gr. B) : Rural Local Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

The History of Rural Local Government in India. The pattern and Structure of rural Local government in India. The 73rd constitutional Amendment in India. The concept of Panchayati Raj.

Panchayati Raj in India (with special reference to Rajasthan) Organisation, Structure, powers and Functions and the executive system of Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha—their institutional relationship.

The concept of community Development, History, Objective, Human Factors in Community Development.

Section 'B'

Panchayati Raj as Agencies of Planning and development. The Position, owners, Functions and relevance of district Development Officer, Block Development Officer and Village Level Worker.

The Position, powers and functions of Zila Pramukh, Pradhan and Sarpanch.

Recruitment, Training and Education of officials and non-officials in Panchayati Raj.

Relationship of Panchayati Raj Institutions with Government Agencies and Departments.

Section 'C'

Some emerging trends in relationship of Political parties and Panchayati Raj.

The Official and Non-Official relationship. The Organisation and Working of Special Schemes like Integrated Rural Development Programme (IRDP), Organisation and Functions of District Rural Development Agency (DRDA).

State Control over Panchayati Raj Institutions.

Finances of Panchayati Raj Institutions; State Finance Commission and its role in augmenting Panchayati Raj Finances. Emerging Trends and recent Challenges before Rural Local Administration. The role of Panchayati Raj Institution in environment improvement.

Core Books :

1. B.S. Khanna : Panchayati Raj in India : National Perspective and State Studies, New Delhi, Deep & Deep. 1994, P-431, Rs. 400/-
2. S.S. Moenakshisundaram : Decentralisation in Developing Countries, New Delhi, concept Publishing Co., 1994, P-160, Rs. 250/-
3. Balwant Rai Mehta Committee Report, 1957.
4. Ashok Mehta Committee Report, 1978.

5. Sadiq Ali Committee Report, 1964.
6. State Finance Commission Report
7. D.D. Basu : Introduction to the Constitution of India
8. Iqbal Narain and P.C. Mathur : Panchayati Raj—Old Controls and new Challenges.
9. M.A. Mutallib and M.A.A. Khan : Theory of Local Government
10. Kuldeep Mathur : Bureaucratic Response to Development.

Subsidiary Readings :

1. S.C. Dube : India's Changing Villages
2. Pai Panandikar : Personnel System in Development Administration
3. Madick : Development, Decentralisation and Democracy

Journals :

1. Indian Journal of Public Administration, N. Delhi.
2. Kurkshetra, N. Delhi
3. कुरुक्षेत्र, नई दिल्ली
4. राजस्थान विकास, जयपुर
5. राज्य शास्त्र समीक्षा

Paper (Gr. B) : International Organisation and Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Evolution of Internationalism in Thought and Practice : Development of International Institutions.

Pacific Methods for the settlement of International disputes : Negotiation, Inquiry, Mediation Arbitration Judicial settlement and others.

A brief history of the League of Nations—Origin, development, structure, functions of its various organs : appraisal, causes of decline and its contributions, process of its liquidation.

The formation of the United Nations. Charter, background study drafting, purposes and principle conditions of membership. Implementation withdrawals and expulsion process.

Section 'B'

Various organs of the United Nations—composition, powers, functions and voting procedure of General Assembly, Security Council. Economic and Social council, Trusteeship Council. International court of Justice - A comparative study with similar organs of the League of Nations, their working and critical assessments.

U.N. Secretariat - Structure, Organisation, Role of Secretary General.

Section 'C'

Personnel Administration—Problem of International Civil Services.

Budgetary support from International Organizations.

U.N. Development Programmes and their working Administration and coordination Committee. A critical appraisal of the U.N. Revision of the Charter.

Specialised Agencies : Their creation nature, working relationship with Social and Economic council in particular and U.N. in general.

The Composition, Functions and working of :

1. International Labour Organisation (ILO)
2. The UNESCO
3. Food and Agriculture Organisation (FAO)
4. World Health Organisation (WHO)
5. World Bank

Core Readings :

1. Vandenhosch & Hogan : Towards World Order (McGraw Hill)
2. Luard (Ed.) : The Evolution of the International Organisation, Thames and Hudson, London
3. Ohodsich : The United Nations
4. Goodrich : The Nature & Functions of International Organization
5. Chase : The United Nations in Action

Subsidiary Readings :

1. The World Marks Encyclopedia of United Nations
2. The United Nations Year Books since 1947
3. Leonard : International organization
4. L.M. Goodrich and Harmbro : The Charter of the U.N. Commentary and Documents.
5. एम.पी. राय : अन्तराष्ट्रीय संगठन

Paper VIII (Gr.B) : Public Office Organisation and Management

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Development in Organization ideas - Major Landmarks; Scientific management - F.W. Taylor. Organisation theories Impact of technology on organisation - New Challenges. Information Technology.

Management Techniques - work and method study, its development. Basic steps in Works Study Select. Record, Examine. Develop. Instal and Maintain. Time and Motion Study - the process of measurement.

Statistical techniques : collection of data classification, tables preparation, graph, forms design, Record management. Computer inaction.

Section 'B'

Office Management layout, general principles of office organisation. Section, Co-ordination between the Office Equipment. Mechanisation. Automation, Organisation Reception. Office etiquettes and behaviour. Elementary Office Procedure.

Rules of Business. Handling of Dak, Diary Maintenance. Indexing. Referencing. Flagging papers.

Section 'C'

Advance office Procedure. Noting with precedent, Examination of Rules, Draft preparation, handling of confidential papers. Handling of Parliamentary Legislation questions.

Dealing with petitions from public. Public Concerns Dealing with contact. Public Relations.

Field Study - Practical visit of Office - Technique Observation : Report writing.

Books for Reference :

1. H.O. Dovey : Hand Book of Organizations and Methods Techniques, I.I.A.S. Brusses.
2. R.M. Brobes, M.A. Willey : Work Method Manual
3. Work Simplification Public - Administration Service Chicago, Illinois.
4. G.C. Close Wiley : Work Improvement, N.Y.C.
5. J.A.A. : Work Simplification Method
6. C.T.I. Bamed : Organisation and Management Harvard Cambridge, Mass
7. G. Nadler, Work simplification, Washington University Louis
8. Neuner and Haney : Office Management : Principles and practices
9. Mills and Standing Ford : Office Organisation and Method
10. Mill and Standing ford : Office Administration
11. N.K. Panda : Work Study in Administration.

Paper IX (Gr.B) : Business Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

New Economic Policy - Issues relating to liberalisation. Privatisation and globalisation.

Importance of Scientific Management in developed and developing Economics. Basic concepts relation to Management of Business Industry trade and Commerce.

Business Policy Administrative task in a business enterprise. Planning Organising Coordinating and Controlling.

Administrative problems relating to plant location and layout.

Process of Decision making in business Private - Public enterprises interface.

Section 'B'

Finance - Short term and long term financial needs of an enterprise sources of funds elements of financial management : budgeting and cost control, International funding.

Production : elements of Production - Management with special reference to production planning and control.

Marketing; Elements of Production Management with special reference to sales promotion.

Section 'C'

Personnel Management : Staffing Recruitment, Training, Promotion, Industrial Relation and Grievance handling. Problems of leadership and executive development in business concerns.

An intensive study of organisation and management of two large sized corporations - one in the private sector and another in the public sector (TISCO and SAIL).

Core Readings :

1. Breach : Principles and Practices of Management
2. Newman and Summer : The process of Management
3. Peter Drucker : The Process of Management
4. Koontz and O'Donnel : Principles of Management
5. Miliet : Principles of Management

Subsidiary Readings :

1. Haynes W. Warren and Massies : Management Analysis : Concepts and Cases.
2. Allen : Management and Organisation
3. M.C. Shukla : Business Organisation
4. Urwick : The Elements of Administration
5. Lawrence and Others : Organisation Behaviour

VII Paper (Gr. B) : Correctional Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Nature of the problems of crime and delinquency, individual and social factor in crime such as personality, heredity, ecology, home neighbourhood and society.

Social defence, Philosophy, concepts and legislation of care, offenders against law.

Nature and problems of correction of adult offenders and juvenile delinquents with special reference to India, changing concepts of penology and correction, development of correctional administration for adult offenders and juvenile delinquents in India.

Section 'B'

Correctional service : Juvenile courts, prohibitions services for adult and children, Remand Homes, Certified Schools, reformatories. Bostals Prisons, Rescue Homes.

The Emergence of prison system in 19th and 20th centuries, adequacy and inadequacy of prisons Administration of prisons, their daily routine, educational, vocational, recreational, health and social services in prisons,

prison labour, prison security, classification of prisoners, self-government in prison, premature release and preparation to release, special types of institutions for women, youth, mentally deficient and mentally sick, all with special reference to Indian practices.

Section 'C'

Probation and parole, their principles and practices in India. The problems of release; after care and rehabilitation, nature and extent of after care service, the development in India.

Personnel for correctional administration - The problem of job classification, recruitment and training.

Policy organisation and Judicial system - their role in correctional and preventive programme. Probation workers and police and Judicial administration, prevention of crime; responsibility of the government, voluntary agencies and the community through strengthening of social fore public morality, family milieu and society at large.

Core Readings :

1. Paul Tappan : Contemporary correction, McGraw Hill Book Co., New York, Parts I, III, IV & V.
2. W.C. Reckfees : Crime problems. Prentice hall, New York.
3. Paripurananand Verma : Crime Criminal and convict (Ram Prasad and Sons) Agra.
4. Hansa-Sheth : Juvenile Delinquency in an Indian setting Popular Book Depot, Leamington road, Bombay.
5. D. Dressler : Practice and Theory of Probation parole.
6. D. Radzinowies and J.W.C. Turner (Ed.) : The Modern Prison System of India McMillan and Co. Ltd., London.

Subsidiary Readings :

1. B.S. Haiperwa : A Comparative Study of Penology
2. Paul W. Tappan : Juvenile Delinquency, McGraw Hill Book Co., New York
3. A. Richard : Glowaed and Lloyd E. Oohlim : Delinquency and Opportunity by New York School of Social Work of Columbia University, A Free Press Glencoe, Illinois.
4. A.R. Wadia (Ed.) : History and Philosophy and Social Work in India. Allied Publishers, Bombay.
5. Aichhorn, Auust : Wasyward Youth, Meridian Books, New York.
6. Bettliem Brune; Truants from Life, Free press Glencoe Illinois, 1955.
7. B.K. Bhattacharya : Prison, S.C. Sarkar and Sons PVT. LTD., Calcutta.
8. Central Social Welfare Board : Report of the Advisory Committee on After Care Programmes, Publication Division, Delhi.
9. Central Social Welfare Board, Report of the Advisory Committee on Social and Moral hygiene, Publication division, Delhi.
10. Planning Commission : Social Welfare in India Publication Davision, Delhi.

11. Bureau of Delinquency : Report on juvenile Delinquency Statistics & Research in India. Children's Aid Society, Bombay.

III Paper (Gr. B) : Labour Welfare Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Meaning, Nature and Scope of Labour Welfare. Principles of Labour Welfare Administration. Organisation and Functions of Ministry of Labour. Employment and Rehabilitation, Office of the Chief Labour Commissioner. Organization and functions of Central Labour Bureau.

Organisation and Working of State Labour Department and Directorate of Labour.

Section 'B'

Brief History, organisation, functions and shortcomings of trade unions in labour administration in India. ILO (International Labour Organization) : Powers and functions, ILO's Impact on Labour Policy in India. Labour Policy and legislation in India. Industrial Relations in India. Worker's Education and Training, housing Policy and Health Hazards in INDIA. Workers participation.

Section 'C'

The following Labour Laws are included in the course.

1. Factories Act, 1948
2. Industrial Dispute Act, 1947
3. Trade Union Act, 1926
4. Minimum Wages Act, 1948
5. Payment of Wages Act, 1936
6. Employee's State Insurance Act, 1948
7. Employee's Provident Fund Act, 1952
8. Industrial Employment (Standing Order) Act. 1946.

Books Recommended :

1. K.N. Vaid : Labour Welfare in India
2. V.B. Singh : Industrial Labour in India
3. S.D. Punekar and Others : Industrial Relations and Trade unionism
4. Malik : Industrial Law
5. Deepak Bhatnagar : Labour Welfare and Social Security Legislation in India.
6. Deepak Bhatnagar : State and Labour Welfare in India
7. Labour laws and labour relations, ILO.
8. C.M. Subramaniam : Labour Management Relations in India
9. India, Report of National Commission on Labour, 1969.
10. India Report of Labour Investigation Committee.

X Paper ~~XXX~~ (Gr. B) : Administrative Thinkers
3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Administrative Ideas of Kautilaya, Henri Fayol and F.W. Taylor with particular reference to :

1. Kautilaya :

- (i) The machinery of Government
- (ii) Principle of Authority and Obedience
- (iii) Law & Order Administration

2. Henri Fayol

- (i) Managerial Activities
- (ii) Principles of Organization
- (iii) Administrative Training

3. F.W. Taylor

- (i) The Analysis and Planning of Work Process
- (ii) The Scientific Management Movement
- (iii) Impact of Taylorism on Organization Theory

Section 'B'

Administrative Ideas of Max Weber, Chester Barnard and Herbert Simon with special reference to :

1. Max Weber

- (i) Authority and Legitimacy
- (ii) Ideal Typical Model of Bureaucracy

2. Chester Barnard

- (i) Organization as a consciously coordinated cooperative system
- (ii) The Contribution - Satisfaction Equilibrium
- (iii) Formal and Informal Organization
- (iv) Authority and Responsibility

3. Herbert Simon

- (i) Decision making as Heart of Administration
- (ii) Stages in Decision making process
- (iii) Rationality in decision Making
- (iv) Satisficings Vs. Optimizing man
- (v) Concept of Administrative and Economic Man.

Section 'C'

Administrative Ideas of McGregor, Likert and F.W. Riggs with Special reference to:

1. McGregor

- (i) Theory 'X' and Theory 'Y'
- (ii) Scandlon Plan
- (iii) Conflict Management

2. Rensis Likert

- (i) Supervisory Styles
- (ii) Management Systems 1-4
- (iii) Organizational improvement
- (iv) Managing Conflict

3. F.W. Riggs

- (i) Nature of Comparative Public Administration
- (ii) Ecology of Public administration
- (iii) Fused, prismatic and Diffracted Societies and Sala Model
- (iv) Development Administration
- (v) Prismatic Society revisited

Core Books :

1. F.W. Taylor : Scientific Management
2. Chester Barnard : The Functions of the Executive
3. Llewellyn Thompson and Milns : Management Thinkers
4. Herbert Simon : Administrative Behaviour
5. Simon : The New Science of Management Decisions
6. March and Simon : Organisation
7. Riggs : Administration in Developing Countries
8. Riggs (Ed.) : Frontiers of Development Administration
9. Weidner (ed.) : Development Administration in Asia
(In items number 8 and 9 only the articles of Riggs have to be studied)
10. S.S. Ali : Eminent Administrative thinkers
11. Marina Pinto - Administrative Thinker
12. प्रसाद एवं अन्य : प्रशासनिक चिन्तक

Subsidiary Readings :

1. Nicolos P. Mouzelis : Organization and Bureaucracy
2. Fermont E. East and James E. Rosenzweig : Organization and Management
3. James March and Herbert Simon : Organization
4. Katz and Kahn : The Social Psychology of Organisation
5. William G. Scott : Organization Theory - A Behavioural Analysis
6. Billy Hodge and Herbert Johnson : Management or Organization Behaviour
7. Riggs : The Ecology of Public Administration
8. Riggs : Thailand ; Modernisation of Bureaucratic Polity

Paper XIII (Gr B) : Psychology and Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Growth of Psychological studies in organisations. Laboratory. Group and personality Studies. Culture Bound - Widening areas of psychological

approaches within their administration. Theoretical approaches in the study of social psychology and their impact on organisational working behaviour. Field theory, Freudian theory, a review of the older sociological theories, super organic and socio theories, Psychological basis of hierarchical, pyramid. Theories of organizational structure. Three classical models of Taylor, Gulick and Weber, Informal structure, Dynamics of sub-system, maximizing principle.

Dynamics of conflicts. Typology of organisation Genotypic functions. Second order Characteristics, equilibrium between the two.

Section 'B'

Measuring of work, Enumerating of needs, determinants of job satisfaction. Motivating people at work, psychological basis of organisational effectiveness and efficiency and their various aspects. Behavioural requirements, conditions and consequences of different motivational patterns.

Organization in a social set up, system concept, human variability forces increasing and reducing it. Major social system components - roles, values, sub system - supportive, maintenance, adaptive managerial organisational structure.

Taking of organisational roles : organisation as a system of Roles, behaviour - process of role and role receiving. Role episode, role conflict, concept of the role taking, organisation factors, personal factors - focal person power and authority, forms of authority, exercise of authority.

Section 'C'

Communication net work - information overload, characteristics of communication circuits, communication - downward, horizontal and upward, communication needs and communication of low, information sets.

Policy formulation and decision making goals - subjective criteria of decision making. Decision making process, psychological aspects of thought process. Personality determinants, organisation flexibility.

Selection of employees : psychological tests dealing with promotion, use of psychological methods in dealing with individuals in case of promotion. training, performance appraisals.

Organisational change - Individual counseling and therapy. Group sensitivity Training. Bethal's approach, group therapy Floyd Mann approach, changing organisational variables, change and stability.

Core Books :

1. F.A. Flintman : Studies in personnel and Industrial Psychology
2. Herzberg, Mausher and Syunderman : The Motivation and Work (New York, Wiley)
3. Lippil & Wesley : The dynamics of Planned change New York Harcourt Brauce
4. Cart and Zoxder : Group Dynamics - Reward and Theory, Evanston, Illinois Re-Peterson
5. Hoppock R. : Job Satisfaction, New York, Harper

6. M.S. Viteles : Motivation and Man, Industry, New York
7. L. Caser : Function of Social Conflict
8. M.L. Dalton : Men Who Manage (New York, Wiley)
9. M. Shuef : The Psychology of Social Norms, New York, Wiley
10. R. Stagner : Psychology of Industrial Conflict, New York, Wiley
11. R.M. Staggill : Industrial Behaviour and Group Achievement, New York, Oxford University Press.
12. V. Groom : Some Personality of Determinants of the Effects of Participation, Engle Wood Cliff : Prentice Hall
13. Kanh & Building : Power and Conflict in Organisation
14. Presthus : The Organisation Society
15. Sarniff : Personality Dynamics and Development. New York Wiley
16. M. Hjaire : Modern Organisation Theory, New York Wiley.

Journals :

1. Psychological Review
2. American Sociological Review
3. British Journal of Sociology
4. Journal of Applied Psychology

Paper X (Gr. B) : State Administration in India with Special Reference to Rajasthan

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Constitutional Structure of State Government : Position of States in Indian, Constitution, Governor, Chief Minister and Council of Ministers.

The Following topics will be studied with particular reference to Rajasthan - Political, Economic and Socio-cultural Ecology of State Administration; Organisation of State Secretariat and its working; Cabinet Secretariat; Role of Chief Secretary; Patterns of Department Structure; Organisation and role of the Departments of Home, Finance, Personnel. Administrative Reforms; Office of Divisional Commissioner : Postdating Powers and Functions.

Section 'B'

Organisation and Working of Special Schemes and Integrated Rural Development Department; The Directorates and their position in State Administration - Secretariat - Directorate relationship; Organisation and role of Directorates of College Education; Tourism and of Industries.

State Enterprises : Forms, Boards Control, Specific Study of Rajasthan State Road Transport Corporation, Rajasthan Industrial Development and Investment Corporation, Rajasthan Tourism Development Corporation, Board of Revenue.

Section 'C'

Planning Administration at the State level in Rajasthan : Plan

formulation, Implementation, Monitoring and Coordination.

Personnel Administration : Recruitment of Civil Services and the role of RPSC, Training and Promotion, Rajasthan Civil Service Appellate Tribunal.

Police Administration : Organisation and Working of Police at State and District levels.

Removal of Public Grievances, Lok Ayukta; Administrative Reforms and innovations in State Administration.

Subsidiary Readings :

1. Mohan Mukherji, (ed.) : Administrative Innovations in Rajasthan
2. Mohan Mukerji : Non Story of a Chief Secretary during Emergency Et. Cetra.
3. V.D. Sharma : Through Two Systems
4. चन्द्रमौलि सिंह एवं अन्य : राजस्थान में राज्य प्रशासन
5. Meena Sogani : The Chief Secretary of India
6. R.M. Khandelwal : State Level plan Administration in India
7. Satish K. Batra : Legislative Control over Public Enterprises
8. रवीन्द्र शर्मा : राज्य प्रशासन

Paper XV (Gr. B) : Founders of Indian Policy : Mahatma Gandhi and Jawaharlal Nehru

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Mahatma Gandhi's role in the freedom movement. Doctrine of nonviolence and Satyagrah. Gandhiji's as revolutionary, reformer and philosophical anarchist. Mahatma Gandhi and the British Administration in India 1917-1947 (Landmarks: Champaran; Chaura Chauri, Bardoli Dandi, Quit India etc.)

Section 'B'

Gandhian views on Western democracy, bureaucracy, capitalism stateless democracy, the non-violent state, socio-economic structure and economic structure and economic functions, trusteeship. Gandhiji's view on Planning and Socialism. His concept of ideal society. Sarovodaya Society multilateral democratic society with village as the basic administrative unit - Gram Raj-revolution of authority. Morality, law and administration individual and state authority and freedom. Gandhiji impact on 'Indian Administrative Ideology'.

Section 'C'

Jawaharlal Nehru and the British Raj - its administrative, political and economic bases; Nehru's views on Western industrial society, Western democracy, administration and politics. His vision of modern India, his commitment to democratic socialism. Nehru on Planning and institutional

building. Nehru's contribution in relation to economic development and the role of public sector, his concept of mixed economy. Nehru on science and technology, Nehru's Philosophy of Administration and his legacies to the present Administration.

Core Readings :

1. Gandhi, M.K. : An Autobiography or the Story of My Experiments with Truth, Ahmedabad, 1956.
2. Gandhi, M.K. : Hind Swaraj, Natesan, Madras, 1946.
3. Gandhi, M.K. : Non Violence in peace and War, 2 Vol., Ahmedabad, 1949.
4. Gandhi, M.K. : Sarvodaya, Its principles and Programme, Ahmedabad, 1954.
5. Gandhi, M.K. : Satyagrah in South Africa, Madras, 1928.
6. Andrews, C.F. : Mahatma Gandhi's, London, 1930.
7. Bose, N.K. : Studies in Gandhism, Calcutta, 1947.
8. Prabhu, R.K. Rao U.R. (eds.) : The Mind of Mahatma Gandhi, Bombay, 1945
9. Nehru, J.L. : An Autobiography (Oxford)
10. Nehru, J.L. : The Discovery of India, Oxford, 1981
11. Nehru, J.L. : Speeches 1946-49, 1949-53, 1953-57, 61, 1961-64. Publications Division, Govt. of India, New Delhi.

Subsidiary Readings :

1. Dhawan Gopinath : The Political Philosophy of Mahatma Gandhi, Ahmedabad, 1957.
2. Kripalani, J.B. : The Gandhi and Way, Bombay, 1938.
3. Kripalani, J.B. : Gandhi, Tagore & Nehru, Bombay, 1947.
4. Kripalani, J.B. : Gandhi - The Statesman
5. Kripalani, J.B. : The Life & Thought of Mahatma Gandhi
6. Mashruwala, K.G. : Gandhi and Marx, Ahmedabad, 1954.
7. Mashruwala, K.G. Practical Non-Violence, Ahmedabad, 1947.
8. Pyarelal : Mahatma Gandhi : The Last Phase, Vol. I, Ahmedabad, 1956.
9. Radhakrishnan, S. : Mahatma Gandhi - Reflections on his Life and Work London, 1989.
10. Sharma, B.S. : Gandhi As a Political Thinker, Allahabd, 1956.
11. Michael, Breacher : Nehru : A Political Biography, Oxford, 1958
12. Coker, W.R. : Nehru, London, 1966.
13. Franke, F.R. India's Political Economy, 1947-77, Delhi, 1978.
14. Hanson, A.H. : The Process of Planning, Oxford, 1966.

Paper XVI (Gr.B) : Educational Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

1. Concept of Educational Administrative : Nature & Scope of Educational Administration.
2. Problems of Educational Administration in (i) Developing Countries and (ii) Developed countries.
3. Centre - State relations in Education : Place of Education in Indian Constitutional System, its rationale & administrative implications.

Section 'B'

4. Administrative System of Education in India
Geographical, Historical, Political, Economic and Social Factors influencing Indian Educational Administration.
5. Administrative Problems of Education in India with special reference to their structural functionalism financial and personnel management. School Education; College education; Technical Education; Universities; Autonomous colleges.
6. Administrative Innovations for Educational Development. Non formal Education : Open School and Open Universities.

Section 'C'

7. Organisation and working of important educational institutions in India. U.G.C. : I.C.S.S.R.; N.C.E.R.T.; and NEPA.
8. Organisation and working of Directorate of College Education. Directorate of Technical Education and Directorate of Primary and Secondary Education in Rajasthan. Problems of State Control over Education.
9. Reports of Commissions on Education; Kothari commission. Education Policy, 1986; Kam Murli Commission, 1990.

Books Recommended:

1. Morphet R.L. John & Feller : Educational Administration
2. Mort, P.R. : Principles of School Administration
3. Seers, J.B. : The Nature of the Administrative Process
4. N. Wan Kwo, John : Educational Administration
5. Campbell, Renald F. Russel & I Gregg : Administrative Behaviour in Education.
6. Sears. J.B. : The Nature of Administrative Process
7. Bhatnagar & Verma : Educational Administration
8. Mathur S.S. : Educational Administration
9. Ovard, Glen F. : Educational Administration
10. Ovard, Glen F. : Administration of Changing Secondary School
11. Cambell. T : The Social Sciences Views School Administration
12. Griffiths Daniel : E. Administrative Theory
13. Halpin Andrew W. (Ed.) : Administrative Theory in Education
14. Griffith Daniel, F.: Research in Educational Administration
15. Griffiths, Daniel (ed.) : Behavioural Science and Educational

Administration

16. Lulla, S.P. : Research in Educational Administration
17. Mukherji, S.M. : Secondary School Administration
18. Mukherji, S.M. : Administration of Education Planning & Finance
19. Haplin, Andrew W. : Theory and Research in Administration
20. Chandrakant, L.S. : Educational Administration - What it means ?
21. Simon, Hebray A. : Administrative Behaviour

Paper XVII (Gr. B): Administration of Environment and Human Ecology

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

The meaning, nature, scope and principles of Environment Administration; the concept of eco-system and Human Ecology.

Environment Policy in India. Provisions of the constitution relating to the Environment in India. Fundamental Duties and the Directive Principles of State Policy and Environment Administration in India.

The United Nations and the Protection of Environment : The Role of United Nations Environment Programme (UNEP).

The structure and functioning of the Ministry of Environment and Forest and the Central Pollution Board at the Central level.

Section 'B'

The structure and functioning of the Department Environment and Forest and the Pollution control board with special reference to Rajasthan.

The study of important Central and State laws pertaining to Environment Administration. Legal and Administrative implications of different pollution control laws with special reference to Environment Act, 1986. A study of Bhopal Gas Tragedy.

Section 'C'

The Role of Rural and urban Local Self Governing institutions in the field of Environment Administration. The challenges of growing organisation in India and the role of Administration.

Pollution of Air, Water, Food and Noise : Causes and the Preventive measures to check it.

Droughts and flood in Rajasthan and their impact on environment, Social Forestry.

Core Readings :

1. Edmunds and Lety : Environment Administration
2. Krishna Sharma & Harnet Singh : Environment Growth and Development Programmes in North India.

3. G.S. Nathawat and others (ed.) : Human Ecology an Indian Perspective.
4. जगदीश चन्द्र पाण्डेय : समाज और पर्यावरण
5. M.P. Singh & Ghosh : Bhopal Gas Tragedy : Model Simulations of the Dispersion Scenario
6. J. Villian : the Nature of Chemical Hazard : Their Accidental Potential and Consequences.
7. M.V. Pylee : Constitutional Government in India

Subsidiary Readings :

1. M.P. Rai : Bharatiya Sarkar Avam Rajniti
2. Timmy Katyal and M. Stake : Environmental Pollution
3. Saxena : Environmental Analysis : Water, Oil and Air
4. जल प्रदूषण ; कारण और वितरण
5. प्रशासनिक प्रतिवेदन : पर्यावरण विभाग, राजस्थान सरकार
6. Willis and Gian Chand : Environment and Man and Residential Satisfaction
7. Micheleo : Environmental Change. Human Behaviour and Residential Satisfaction.
8. Attar Chand : Environmental Challenges
9. Bhattacharya and others : Environmental Aspects of Human Settlements in Asia.
10. Singh & Singh : Environmental Appraisal and rural Habitat Transformations.
11. Pramod Singh : Ecology of Rural India, Vols. I & II

Paper XVIII (Gr. B) : Administration of Public Relations

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Concept and Meaning of Public Relations, Nature. Scope and Principles of Public relations. Public Relations Vis-a-Vis Public opinion. Publicity. Propaganda, Advertisement, Lobbying. Liaison, Mass Communication and Public contact. Evolution and development of Public Relations in India and abroad. Significance of Public Relations Administration. Role of Public Relations in Administration.

Section 'B'

Administering the Public Relations : Administrative system of Public Relations in India. The Organization of Public Relations at the Union Government level Ministry of Information and Broadcasting : working, organisation. state level organisation for Public Relations. Directorate of Information and Public Relations : working and organisation. Public Relations at District level : working and organisation. Public Relations

Officer and Administration. Public Relations in Public and Private Enterprises, Public Relations in Educational Institutions. Rural Public Relations.

Section 'C'

Various Methods and Techniques of Public Relations, Public Relations and Mass Communication, Electronic Media T.V. (Doordarshan), Radio (A.I.R.) and Print Media.

Public Relations and Advertisement. Press and Public Relations, Government and Public Relations, Public Relations: Its importance in the Socio-Economic development. Agricultural Development and Rural Public Relations. Challenges of Public Relations Problems, Feed Back, Evaluation, New perspective of Public Relations.

Books Recommended :

1. Kaul, J.M. : Public Relations in India.
2. Mehta, D.S. : Hand Book of Public Relations in India
3. Sahai, Baldeo : Public Relations : A Scientific Approach.
4. Beranays, Edward, L. : Public Relations
5. Finn, David : Public Relations and Management
6. Simon, Raymond : Publicity and Public Relations
7. Steinberg, Charless, S. : The Mass Communicators Public Relations Public Opinion and mass Media
8. Marston John, E. : The Nature of Public Relations
9. Marston John, E. : Modern Public Relations
10. Mamta Bhatia : Public Relations Administration
11. बल्देवराज गुप्ता : भारत में जनसम्पर्क
12. लालचन्द : जन सम्पर्क प्रशासन
13. राजेन्द्र : लोक सम्पर्क
14. राधेश्याम शर्मा : जनसंचार
15. मदन गोपाल : जनसम्पर्क
16. विजय कुलश्रेष्ठ : जनसम्पर्क, प्रचार एवं विज्ञान



Paper

XI

Dissertation

UNIVERSITY OF RAJASTHAN JAIPUR

RULES FOR THE AWARD OF GRACE MARKS

- A. UNDER GRADUATE/POST GRADUATE (MAIN/SUPPLEMENTARY) EXAMINATIONS UNDER THE FACULTIES OF ARTS, FINE ARTS, SCIENCE, COMMERCE, SOCIAL SCIENCE, EDUCATION, MANAGEMENT, HOMOEOPATHY, LAW, AYURVEDA AND ENGINEERING & TECHNOLOGY.**

Grace marks to the extent of 1% of the aggregate marks prescribed for an examination will be awarded to a candidate failing in not more than 25% of the total number of theory papers, practicals, sessionals, dissertation, viva-voce and the aggregate, as the case may be, in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace Marks. For the purpose of determining the number of 25% of the papers, only such theory papers, practicals, dissertation, viva-voce etc. would be considered, of which, the examination is conducted by the University.

N. B. : If 1% of the aggregate marks or 25% of the papers works out in fraction, the same will be raised to the next whole number. For example, if the aggregate marks prescribed for the examination are 450, grace marks to the extent of 5 will be awarded to the candidate, similarly, if 25% of the total papers is 3.2, the same will be raised to 4 papers in which grace marks can be given.

B. DIPLOMA IN PHARMACY, BACHELOR OF PHARMACY, B.Sc. (NURSING) AND B.D.S. EXAMINATIONS

1. A Student who obtains the required minimum pass marks in the total aggregate but fails to obtain the minimum pass marks in (i) two subjects, (ii) in one subject and in one practical or (iii) in two practicals, as the case may be, will be given grace marks according to the following scale, provided the candidate passes the examination by the award of such grace marks.

For 1 to 6 marks above
the min. aggregate : 2 grace marks

For 7 to 12 marks above
the min. aggregate : 3 grace marks

For 14 to 18 marks above
the min. aggregate : 4 grace marks

For 19 and above the min. aggregate : 5 grace marks

(i) The theoretical and practical tests (wherever held) in a subject will count as 2 subjects.

(ii) In case it is necessary to secure minimum pass marks in one part of a subject the above rule will be applicable as follows.

“If a candidate fails in the compulsory part of the subject as well as in the whole subject, he will be deemed to have passed in the subject if the greater of the two deficiencies or where the two deficiencies are equal, one of them is covered by the grace marks to which he is entitled under the rules.

2. No grace marks would be awarded to a candidate who appears in part/supplementary examination.
- C. M.B.B.S AND B.A.S.L.P. (BACHELOR OF AUDIOLOGY, SPEECH AND LANGUAGE PATHOLOGY) EXAMINATIONS**
1. The grace marks upto a maximum of **5 marks** will be awarded to a student who has failed only in one subject (Theory and/or practical) but has passed in all other subject.
 2. No grace marks would be awarded to a candidate who appears in part/supplementary examination.

General

1. A candidate who passes in a paper/practical or the aggregate by the award of grace marks will be deemed to have obtained the necessary minimum for a pass in that paper/practical or in the aggregate and shown in the marks sheet to have passed by grace. Grace marks will not be added to the marks obtained by a candidate from the examiners nor will the marks obtained by the candidate be subject to any deduction due to award of grace marks in any other paper/practical or aggregate.
2. If a candidate passes the examination but misses First or Second Division by one mark, his aggregate will be raised by one marks so as to entile him for the first or second division, as the case may be. This one mark will be added to the paper in which he gets the least marks and also in the aggregate by showing +1 in the tabulation register below the marks actually obtained by the candidate. The marks

entered in the marks-sheet will be inclusive of one grace mark and it will not be shown separately.

3. Non appearance of a candidate in any paper will make him ineligible for grace marks. The place of a passed candidate in the examination list will, however, be determined by the aggregate marks he secures from the examiners, and he will not, by the award of grace marks, become entitled to a higher division.
4. Distinction won in any subject at the examination is not to be forfeited on the score that a candidate has secured grace marks to pass the examination.

Note : The grace marks will be awarded only if the candidate appears in all the registered papers prescribed for the examination.