

**UNIVERSITY OF RAJASTHAN**  
**JAIPUR**

**SYLLABUS**


**M.A.**

**Public Administration**

**Semester Scheme**

<b>I &amp; II Semester Examination</b>	<b>2018-2019</b>
<b>III &amp; IV Semester Examination</b>	<b>2019-2020</b>

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### 1. Scheme of Examination:

- (1) Each Question paper shall be of three hours duration and of 100 marks. Each question paper shall consist of three parts.
- (2) Part -I shall carry 20 marks and shall consist of 10 compulsory questions of 2 marks each to be answered in 20-25 words each.
- (3) Part-II shall carry 20 marks and shall consist of 4 compulsory questions of 5 marks each to be answered in 150 words each.
- (4) Part-III of the question paper shall carry 60 marks. This part shall be divided into 3 sections each comprising of 2 essay type questions of 20 marks each. Candidates will be required to attempt one question from each unit. (3 questions in all, one from each Unit).

### 2. Course Structure:

The details of the courses with code, title and the credits assign are as given below

#### Abbreviations Used

#### Course Categories

CCC: Compulsory Core Course

ECC: Elective Core Course

OEC: Open Elective Course

SC: Supportive Course

SSC: Self Study Core Course

SEM: Seminar

PKJ: Project Work

RP: Research Publication

#### Contact Hours

L: Lecture

T: Tutorial

P: Practical or Other

S: Self Study

#### Relative Weights

IA: Internal Assessment (Attendance/Classroom Participation Quiz/Home Assignment etc.)

ST: Sessional Test

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M.A. Public Administration I Sem. 2018-19

**Core Compulsory**

PAD 101 Administrative Theories and Management

PAD 102 Comparative Public Administration

PAD 103 Public Personnel Administration

**Elective Papers**

Select any three out of the following papers

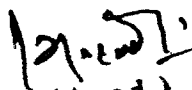
PAD A 01 Economic Systems

PAD A 02 Administrative Law

PAD A 03 Politics and Administration : Theoretical Premises

PAD A 04 Indian Constitution

PAD A 05 Urban Local Administration

  
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Unit- I

Public Administration as a Social Science Development of the Discipline of Public Administration Its Relation to Political Science, Economics, Sociology, Law and Technology. New Public Administration, Minnowbrook I-1968 II-1998 & III-2008

Unit- II

Theories of Administration: Scientific Management (Contributions of F.W. Taylor) Max Weber Bureaucratic Theory. Classical ( Fayol, Gulick, Urwick). Human Relations ( Elton Mayo).

Unit- III

Principles of Administration : Hierarchy, unity of command, Span of Control, Co-Ordination, Delegation & Supervision.

Core Readings:

1. Pffifner and Presthus: Public Administration
2. Simon, Smithburg & Thompson: Public Administration
3. Felix A Nigro: Modern Public Administration
4. Lyle Kenipner and Mills: Management Thinkers
5. Terry: Principles of Management
6. Newman and Simmer: Process of Management
7. Mcfarland: Management Principles and Practices
8. Hanika: New Thinking in Management
9. Awasthi Avum Maheshawri: Lok Prashashan
10. McGregor: The Human Side Of Enterprise
11. Schodebek: Management System.
12. Prabhu Dutt Sharina: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan- Sithant Tatha Vyavahar (Hindi)
14. Awasthi Avum Maheshwari: Prashasnik Sidhant (Hindi)
15. Nichlos Henry P.A.: Public Affairs (1995)
16. P. K. Sapru: Administrative Thought.
17. S.K. Kataria

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. Schein. Organisational Psychology
11. Stoverman. The Theory of Organisation
12. Diener and Miller. The Sociology of Organisation
13. Ashforth and Kahn. The Social Psychology Of Organisation
14. ... and Organisation
15. ... Modern Organisation Theory
16. ... and Rachel. ... and Administrative Management

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- 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 Carden: Dynamics Of Public Administration
- 28 Dr. H.V. Acharya: 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.
7. Lok Prashasan (Hindi), IIPA, New Delhi

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

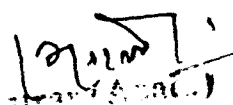
## PAD 102 - Comparative Public Administration

### Unit- I

Comparative Public Administration: Concept, Nature, Evolution, Scope and Significance; Public Administration and Environment-Social, Economic, Cultural and Political.

### Unit- II

Approaches to the Study of Comparative Public Administration, Institutional & Neo Institutional, Systems, Structural-Functional, Ecological.

  
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## Unit- III

Salient features of Administrative System of U.K., U.S.A and France

### 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. T.N. Chaturvedi : Tulnatmak Lok Prashashan
13. S.K. Kataria. Tulnatmak Lok Prashatshan (Hindi)

### 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

## PAD 103 - Public Personnel Administration

### Unit- I

Conceptual : Bureaucracy - Its nature and concept, Recent Trends and Types of Bureaucracy with Special Reference to Morstein Marx. Development and Significance of Public Services.

### Unit- II

Nature and Scope of Personnel Administration, Human Resource Management, Neutrality of Civil Service, Ethics in Public Services

### Unit- III

Meaning and Principles of Recruitment, Promotion, Classification, Training, Conduct Rules, Salary, Disciplinary Action, Code of Conduct, Political Rights and Retirement Benefits

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Core Readings:

1. Limer - 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. V.M. Sinha - Karmik Prashashan
7. C.M. Jain - Sevavergiya Prashashan
8. S.K. Kataria ; Karmik Prashasan. (Hindi)

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 And Tony Butcher : The Civil Service Today
6. Government Of France : An Introduction To French Public Administration
7. HMSO - Progress In The Next Steps Initiative

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# PAD A01- Economic Systems

## Unit- I

Nature and Role of Economic Systems,  
Basic Features of Various Economic Systems

- a. Capitalistic.
- b. Socialistic
- c. Mixed Economics

## Unit- II

Basic Economic Institutions Under

- a. Capitalistic.
- b. Socialistic
- c. Mixed Economics

## Unit- III

Relationship between Eco-System and Administration Under

- a. Capitalistic.
- b. Socialistic
- c. Mixed Economics

### References:

1. Loucks & Whitney - Comparative Economic Systems
2. Allen Guechy - Comparative Economic Systems
3. Blodgett - Comparative Economic System
4. Jan S. Pryblá (Edited) - Comparative Economic System
5. G.N. Halm - Economic Systems

# PAD A02 Administrative Law

## Unit-I

Public Law and Public Administration: Administrative Law its meaning, Nature and Scope Causes -  
for its Growth Development of Administrative Law in India.

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## Unit-II

Administrative Law in France. Composition, Powers, and Role of the Council of State. Court of Cassation. Concept of Administrative Law Making - Delegated Legislation

## Unit-III

Concept of Sub Delegation. Administrative Decision Making. Administrative Tribunals- Meaning Nature & Importance. Characteristics of Administrative Tribunal

### Readings.

1. F.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. Hassamani - Some Problems Of Administrative Law In India.
9. M.C.J. Kagzi - Indian Administrative Law
10. S.P. Sathie - Administrative Law In India
11. M.P. Jain & S.N. Jain: Principles Of Administrative Law

## PAD A03 Politics and Administration: Theoretical Premises

### Unit-I

Political System Definition, Approaches (Structural, Functional, System, Institutional) to the Study of Political System. Ideas of Kautilya, Lucian Pye and Herald Laski. Woodrow Wilson on Political and Administrative Systems

### Unit-II

Political System - Models of David Easton, Almond, Relationship between Political and Administrative Systems. Role of Political Parties and Pressure Groups. Concept of Political Development

### Unit III

Political and Administrative Development, Public Opinion, Public Movements, Administrative State (Michael Latham), Robert Merton on Bureaucracy

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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. I.C. Charleworth: Contemporary Political Analysis
7. Albrecht: Bureaucracy
8. F.W. Riggs: Administration In Developing Countries
9. Ferrel Heady And Sybil Stocks: Papers On Comparative Public Administration
10. Devkanta Sharma: Kautilya Ke Prashasnik Vichar
11. S.P. Verma: Modern Political Theory (English & Hindi)
12. Lucian W. Pye: Aspects Of Political Development
13. Sabine: History Of Political Thought

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## PADA04 - Indian Constitution

### Unit- I

Development of Indian Constitution Since 1858 with Special Reference to the Government of India Act 1919 and 1935 (Salient Features)

### Unit- II

Citizen and the State: Fundamental Rights, Directive Principles of State Policy, Fundamental Duties  
President: Position, Election Process, Powers and Relationship with the Prime Minister and the Council of Ministers

### Unit- III

Parliament: Lok Sabha and Rajya Sabha, Composition, Powers and Mutual Relationship.  
Judicial System in India: Supreme Court and High Courts-Organisation and Powers.

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. Durga Das Basu: Bharat Ka Sanvidhan
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. E. V. Rao: Parliamentary Democracy In India
12. M.P. Ray: Bhartiya Sanvidhan

## PADA05 - Urban Local Administration

### Unit-I

Meaning, Nature and Significance of Local Self Government. Evolution of Urban Local Government. The Process of Urbanisation, 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

### Unit-II

Evolution and Development of Urban Local Government in UK, USA and France

### Unit-III

Municipal Administration in India: the 74th Constitutional Amendment Act, 1992. Patterns of Urban Local Bodies: Vard. Municipal Corporations, Municipal Councils and Nagar Panchayats, and other

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of Urban Administration, Composition, Structure Functions and the Executive Systems with Special Reference to Relations Between Elected and Appointed Functionaries

Core Readings:

1. R. L. Khanna: Municipal Government And Administration
2. R. Argal: Municipal Government In India
3. Blair: Local Self Government In America
4. Chapman: An Introduction To French Local Government
5. Ashok Sharma: भारत में स्थानीय प्रशासन
6. Pradeep Sachdeva: भारत में स्थानीय सरकार
7. Ravindra Sharma: भारत में स्थानीय प्रशासन

  
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# M.A. PUBLIC ADMINISTRATION

## II<sup>nd</sup> Semester

### 1 Scheme of Examination

- (1) Each Question paper shall be of three hours duration and of 100 marks Each question paper shall consist of three parts.
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- (3) Part-II shall carry 20 marks and shall consist of 4 compulsory questions of 5 marks each to be answered in 150 words each.
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### 2 Course Structure:

The details of the courses with code, title and the credits assign are as given below.

#### Abbreviations Used

#### Course Categories

CCC: Compulsory Core Course

ECC: Elective Core Course

OEC- Open Elective Course

SC Supportive Course

SSC Self Study Core Course

SEM: Seminar

PRJ Project Work

RP Research Publication

#### Contact Hours

L Lecture

T Tutorial

P Practical or Other

S Self Study

#### Relative Weights

IA Internal Assessment (Attendance/Classroom Participation/Quiz/Home Assessment etc.)

ST Sessional Test

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M.A. Public Administration II Sem. )

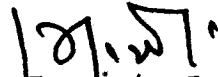
**Core Compulsory**

- PAD 201      Management Techniques  
PAD 202      Comparative Administrative Systems  
PAD 203      Comparative Public Personnel Administration

**Elective Papers**

Select any three out of the following papers

- PAD B 01      Economic Systems and Administration  
PAD B 02      Indian Administrative Law  
PAD B 03      Politics and Administration in India  
PAD B 04      Indian Constitution and State Administration  
PAD B 05      Indian Urban Administration

  
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## PAD 201 - Management Techniques

### Unit- I

Administrative Structure: Chief Executive, Line and Staff, Authority & Responsibility, Centralisation and Decentralization, Authority (Chester Barnard).

### Unit- II


Administrative Behaviour - Decision Making (H.Simon), Motivation (Mcgregor, Maslow and Herzberg, Theory Z (William Ouchi)), Morale and Leadership & Communication.

### Unit- III

Administrative Techniques : Public Relations, Participative Management, Group Dynamics, Cybernetics, PERT & CPM. New Public Management, Public Choice Theory, E-Governance, New Public Service Theory (Robert Dehardt).

#### 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 Simmer: Process of Management
7. Mcfarland: Management Principles and Practices
8. Hanika: New Thinking in Management
9. Awasthi Avum Maheshawri: Lok Prashashan
10. Mcgregor: The Human Side Of Enterprise

  
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11. Schodebek: Management System.
12. Prabhu Dutt Sharma: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan, Sillhad Talha Vyasthan (Hindi)
14. Awasthi Avum Maheshwari: Prashasnik Sidhant (Hindi)
15. Nichlos Henry P.A.: Public Affairs (1995)
16. R.K. Sapru : Administrative Thought.
17. S.K. Kataria.

#### 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. Hafre: Modern Organisation Theory
16. Little Field 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 Calder: Dynamics Of Public Administration

  
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# PAD 202 - Comparative Administrative Systems

## Unit- I

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.

## Unit- II

Salient features of Administrative System of Bangladesh, China -comparisons with Indian System.

## Unit- III

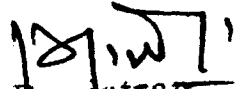
Administrative Institutions: British Treasury, Independent Regulatory Commission in USA, Council D 'Etat, Ombudsman in UK, China, France, USA & Bangladesh.

### 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. T.N. Chaturvedi : Tulnatmak Lok Prashashan
13. S.K. Kataria, Tulnatmak Lok Prashatshan (Hindi)

### 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 Susslow (Ed.) Development Administration

  
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4. Guay Hathron, et.al.: Government & Politics in the United States

## PAD 203 - Comparative Public Personnel Administration

### Unit-I

The following topics to be discussed ~~with reference to India~~: Classification, Recruitment Training Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement Benefits. Union Public Service Commission.

### Unit- II

The following topics to be discussed with reference to UK, USA : Classification, Recruitment, Training, Promotion, Conduct Rules and Disciplinary Action, Machinery for Negotiation, Political Rights and Right to Strike, Retirement Benefits. Machinery for Negotiation-Joint Consultative Council-Comparison with Whitley Councils.

### Unit- III


The following topics to be discussed with reference to 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. V.M. Sinha : Karmik Prashashan
7. C.M. Jain : Sevavergiya Prashashan
8. S.K. Kataria ; Karmik Prashasan. (Hindi)

### 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 And Tony Butcher : The Civil Service Today
6. Government Of France : An Introduction To French Public Administration
7. HMSO : Progress In The Next Steps Initiative

  
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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 Stritch: **Canadian Public Policy: Globalization And Political Parties**, (Copp Clark Ltd., Toronto, 1996).

## **PAD B01- Economics – Systems and Administration**

### **Unit -I**

**Eco-System and Administration of Developing Countries with special reference to Agricultural Development. Industrial Development and Foreign Trade.**

### **Unit -II**

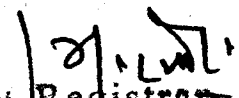
**Role of Multi National Corporations and World Trade Organisation. Eco-System and Administration of Developing Countries with special reference to India. Problems Related to Agriculture.**

### **Unit -III**

**Problems Related to 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**

  
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## PAD B02 Indian Administrative Law

### Unit-I

Constitutional Foundations of Administrative Law.

1. Rule of Law - Dickson Concept & Interpretation : Modern View of the Rule of Law
2. Doctrine of Separation of Powers & its Impact on Indian Administrative Law.
3. Administrative Law and Constitutional Law.

### Unit-II

Delegated Legislation/Subordinate Legislation-Meaning, Nature and Causes for its Development. Forms of Delegated Legislation, Procedural Safeguards and Legislative Control over Delegated Legislation.

### Unit-III

Meaning of Administrative Tribunal and Judicial Court. Distinction between Tribunal and Court. Judicial Control over Administrative Tribunal & Authorities. Principles of Natural Justice. Administrative Discretion- Concept & Impact on Indian Public Administration.

#### 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

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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

## PAD B03- Politics and Administration in India

### Unit-I

Political System in India : Constitutional Framework. Judicial System, Administrative System and Media

### Unit-II

Political Parties, Political Movements, Political Coalitions, Politics of Regionalism Religion and Reservation.

### Unit-III


State Politics with special reference to Rajasthan : Evolution and Coalitions of Political Parties, Leadership of State. Politics and Development of the State, Emerging Issues in the Politics of Rajasthan.

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

Liability of Administration - Contractual and Tortuous.

#### 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 Charleworth: 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. Devkanta Sharma: Kautilya Ke Prashasnik Vichar
11. S.P. Verma Modern Political Theory (English & Hindi)
12. Lucian W. Pye: Aspects Of Political Development
13. Sabine: History Of Political Thought

  
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## PAD B04 - Indian Constitution & State Administration

### Unit- I

State Executive : Governor-Position, Powers and Relationship with the President, Chief Minister and the Council of Ministers.

State Legislature : Legislative Assembly and Legislative Council, Composition, Powers and Functions.

### Unit- II

Union State Relations: Legislative, Financial and Administrative.  
Civil Services under the Indian Constitution.

### Unit- III

Emergency Provisions-External Emergency, Internal Emergency and Financial Emergency.  
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. Durga Das Basu: Bharat Ka Sanvidhan
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. M.P.Ray: Bhartiya Sanvidhan

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PAD-05 - Indian Urban Administration

Unit-I

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.

Unit-II

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.

Unit-III

Contemporary Challenges and Major Problems of Urban Administration. Relation between Urban Local Bodies and State Administration. State Control over Urban Local Bodies. Reforms in Urban Local Administration.

Core Readings:

1. R. Khanna: Municipal Government And Administration
2. R. Gargal: Municipal Government In India
3. B. J. J. : Local Self Government In America
4. Chapman: An Introduction To French Local Government

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M.A. PUBLIC ADMINISTRATION  
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III SEMESTER

**Core Compulsory**

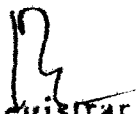
- PAD 301 Public Administration in India  
PAD 302 Economic Policy and Administration  
PAD 303 Public Policy

**Elective Papers**

Select any three out of the following papers

- PAD C 01 Development Administration  
PAD C 02 Research Methodology  
PAD C 03 Rural Local Administration  
PAD C 04 Classical Administrative thinkers  
PAD C 05 Educational Administration  
PAD C 06 State Administration in India  
PAD C 07 Social Administration in India

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**M.A. III Semester**

**Compulsory Papers**

**PAD 301 : Public Administration in India**

**Unit-I**

Historical Background of Indian Administration with special reference to Influence of British Period. Salient Features of Indian Administration since Independence. The Union Executive- President, Vice- President., P.M., Cabinet and Council of Ministers.

**Unit-II**

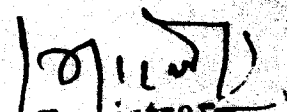
The organisation & working of the Central Secretariat and the Cabinet Secretariat. Ministry of Home Affairs and Ministry of Personnel , Pension and Public Grievances.

**Unit-III**

The Major forms of Public Sector Enterprises-Department, Corporation and Joint stock Company. Impact of Globalization on Public Sector Undertaking.

**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. P.D Sharma Avum B.M Sharma: Bhartiya Prashashan
11. S.R. Maheshwari: Indian Administration
12. Ramesh Arora & Rajni Goyal: Indian Public Administration
13. P.D. Sharma & B.M. Sharma : Indian Administration.
14. S.K. Kataria : Bharatiya Prashashan (Hindi).

  
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### **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. H.C.Sharma, Bharat Mein Lok Prashashan
6. S.R. Maheshwari:State Governments In India.
7. Janak Singh Meena, Lok Seva Gurantee Kanoon, Rajasthan Hindi Granth Academy, Jaipur

### **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. Rajya Shastra Samiksha
6. The Administrator (Mussoorie)
7. Lok Prashasan. IIPA, (New Delhi) Hindi.

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# PAD 302 : Economic Policy And Administration

## Unit-I

Salient Features of Developing Economics. The Role of Government in Economic Development. Nature and Reasons of Growing Importance of Economic Planning Under Developed Regions of the world with Particular reference to India.

## Unit-II

The Growth of the Planning Idea. Machinery for Planning: *Niti Ayog* Process of Plan Formulation and Implementation.

## Unit-III

A brief survey of India's Five Year Plans. Account of their achievements and failures. Brief Analysis of Industrial Policy Resolution and New Economic Policy Resolution.

### Core Readings:

1. S.S. Khera: Management And Control In Public Enterprises
2. A.H. Hanson: Management Problems Of Public Enterprises
3. V.V. Ramanadhan: 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. T.K. Jain Avum Sunil Saxena: Lok Udhdyog
11. Dr. S.K. Kataria : आर्थिक नीति और प्रशासन
12. Prof. B.C. Mathur : आर्थिक नीति और प्रशासन

### 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 Avum Prashasan
4. K.R. Gupta: Issues In Public Enterprise
5. T. Ramaswami: Public Enterprises In India
6. K.K. Khanna: Management Of Public Sector
7. K.R. Gupta: Organisation 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

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# **PAD 303 : Public Policy**

## **Unit-I**

Public Policy: Concept – Meaning , Nature and Scope of Public Policy. Public Policy : Types and Significance.

## **Unit-II**

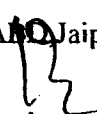
Models of Policy Analysis: Institutional Model, Process Model, Rational Model, Mixed-Scanning Model, Incremental Model, Group Model, Elite Model, Public Choice Model, Game Theory.

## **Unit-III**

Role of Legislature, Executive in policy making and interaction among them. Policy Making and Bureaucracy.

### **Core Readings:**

1. Charles O. Jones : An Introduction to the Study of Public Administration Policy, Books Cale Pub. Co., Monterey California (3 Rd Ed.)
2. Fred M. Froheck: Public Policy: Scope & Logic, Prentice Hall, London, 1979
3. Thomas R. Dye: Understanding Public Policy, Prentice Hall, London, 1979
4. E. Jacole Charles: Policy and Bureaucracy, D.Van Nostranad Co., 1970
5. Pradeep Sahni : Public Policy Conceptual Dimension, Allahabad: Kitab Mahal, 1987
6. James F. Anderson: Public Policy Making , New York; Preaget, 1979
7. Sangeeta Sharma, Preeta Joshi & Janak Singh Meena, Lok Niti : Siddhant evam Vyavhar, Kitab Mahal, New Delhi
8. S.N.Ambedkar & Janak Singh Meena, Public Policy & Governance in India, A.D. Jaipur

  
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## Elective Papers

### PAD C01 : Development Administration

#### Unit-I

Development Administration : Meaning, Nature, Scope, Significance. Ecology of Development Administration. Political Economic, Social and Cultural Influences of Development Administration.

#### Unit-II

The Impact of Administrative System on Political, Economic, Social, Cultural and technological Change. Examples to be given from India, China and Nepal.

#### Unit-III

Features of the Administrative Systems in China , Nepal and Philippines .

#### 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. Preeta Joshi: Vikas Prashashan (Hindi)

**Journals:**

1. Indian Journal Of Public Administration (New Delhi)
2. Administrative Change(Jaipur)
3. Administrative Science Quarterly (Usa)
4. Political Science Review (Vietnam)
5. Europa Year Book Vol -I & Vol-II.
6. Chinese Journal Of Public Administration

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## **PAD C02 : Research Methodology**

### **Unit-I**

**Research Methods : Subject and Object of Methodology. Task and Role of Research Methodology in Social Sciences with Special Emphasis on Public Administration.**

### **Unit-II**

**The Scientific Method : Meaning and Definition of Scientific Method; Basic Elements of Scientific Method Deductive and Inductive Method. Relationship between Theory and Fact . Theory Building in Public Administration .**

### **Unit-III**

**Concept, Law, Theory and Hypothesis their definitions and relationship. Nature of Scientific Social Study. The Research Design : Definition of the Problem and Formulation of Working Hypothesis.**

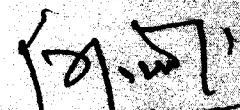
**Methods of Collecting Data : Use of Historical Data Methods of Field observation, Sampling- Random, Stratified, Multi-Stage, Systematic, Cluster, Convenience, Judgement and Quota Sampling.**

#### **Core Readings:**

1. F.A.Kerlinger: The Foundations Of 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 Statistics
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 Intutive-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.

  
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## **PAD C03 : Rural Local Administration**

### **Unit-I**

Meaning , Nature and Significance of Local Self Government. The History of Rural Local Government in India. The 73rd Constitutional Amendment in India. The Concept of Panchayati Raj. The Concept of Community Development, History, objectives, Human. Factors in Community Development. Role of NGOs in Rural Development.

### **Unit-II**

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.

### **Unit-III**

Panchayati Raj as Agencies of Planning and Development. The Position, Owners, Functions and Relevance of District Development officer, Block Development officer and Villages Level Worker.

The Position, Powers and Functions of Zila Pramukh, Pradhan and Sarpanch.

#### **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. Meenakshisundaram: 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, Decentralization And Democracy
4. Janak Singh Meena, Gramin Vikas Ke Vividadh Ayam.
5. Janak Singh Meena, Bharat Main Grameen Vikas Prashasan, RBSA, Jaipur

#### **Journals:**

1. Indian Journal Of Public Administration, N. Delhi
2. Kurkshetra, N. Delhi
3. Kurushetra, New Delhi
4. Rajasthan Vikas, Jaipur
5. Rajya Shastra Samiksha

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# PAD C04 : Classical Administrative Thinkers

## Unit-I

### Administrative Ideas Of Kautilaya:

- i. The Machinery of Government
- ii. Principle of Authority and Obedience
- iii. Law & Order Administration

## Unit-II

### Administrative Ideas of Henri Fayol and F.W. Taylor.

#### (A) Henri Fayol

- ii. Managerial Activities
- iii. Principles of Organization
- iv. Administrative Training

#### (b) F.W. Taylor

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

## Unit-III


### Administrative Ideas of Max Weber and Chester Barnard

#### (A) Max Weber

- i. Authority and Legitimacy
- ii. Ideal Typical Model of Bureaucracy

#### (B) Chester Barnard

- i. Organization As A Consciously Coordinated Cooperative System
- ii. The Contribution-Satisfaction Equilibrium
- iii. Formal And Informal Organization
- iv. Authority And Responsibility


  
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### Core Books:

1. F.W, Taylor:Scientific Management
2. Chester Barnard:The Functions Of The Executive
3. Tilest, Kempner And Mils: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. Marino Pinto-Administrative Thinker
12. Prasad Avum Anya:Prashashnik Chintak

### 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 Khan: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

  
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# PAD C05 : Educational Administration

## Unit- I

Concept of Educational Administrative: Nature & Scope of Educational Administration. Problems of Educational Administration in (I) Developing Countries and (II) Developed Countries.

## Unit- II


Centre-State Relations in Education : Place of Education in Indian Constitutional System, its Rational & Administrative Implications.

## Unit- III

Administrative System of Educational Institutions in India Geographical, Historical, Political, Economic and Social Factors Influencing Indian Educational Administration.

### 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. Frifithss Daniel: E. Administrative Theory
13. Halpin Andrew W.(Ed.):Administrative Theory In Education
14. Griffiths Daniel,F;Research In Educational Administration
15. Griffiths,Daniel (Ed.):Behavioural Science And Educational Administration
16. Lulla,S.P.:Research In Educations 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,Hebrey A.:Administrative Behaviour

  
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## **PAD C06 : State Administration In India**

### **UNIT-I**

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, Organization of State Secretariat and its working; Cabinet Secretariat; Role of Chief Secretary.

### **UNIT-II**

Centre-State relations legislative financial Administrative; the Directorates and their position in State Administration- Secretariat-Directorate relationship; Organization and role of Directorates of College Education; Tourism and of Industries.

### **UNIT-III**

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.

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## **PAD C07 : Social Administration in India**

### **Unit -I**

**Concepts, Meaning, Nature, Scope, Principles and Significance of Social Administration. Social Legislations in India : Its Inadequacies and Suggestions.**

### **Unit -II**

**Organisation : Social Administration at the Central level Ministry of Social Welfare, Its Composition and Working. Central Social Welfare Boards, Its Composition, Functions and Status.**

### **Unit -III**

**Directorate of Social Welfare of Rajasthan. Role, Significance and Problems of Social Welfare. Personnel System for Social Administration at Various Levels. Problem of Social Administration in India. Role of National Commission on Human Rights.**

#### **Readings:**

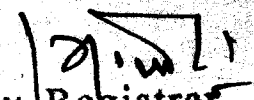
1. David C. Marsh : An Introduction To Social Work.
2. Frinendlander : Introduction To Social Welfare.
3. G.B. Sharma : Social Administration In India
4. T.N. Chaturvedi And Chandra Kohli (Eds.): Social Administration : Development And Change
5. Janak Singh Meena, Bharat Main Samajik Prashasan, Rajasthan Hindi Granth Academy, Jaipur

#### **Reference Books:**

6. India, Encyclopedia Of Social Work
7. American Social Work Year Book
8. India, Committee On Plan Projects Planning Commission Report Of The Study Team On Social Welfare And Welfare Of Backward Classes. 1969
9. C.R. White: Public Welfare Administration
10. T.H. Marshall: Social Policy

#### **Journals:**

11. Indian Journal Of Social Work
12. Indian Journal Of Public Administration
13. Political Science Review
14. Social Welfare

  
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**M.A. PUBLIC ADMINISTRATION :**  
**UNIVERSITY OF RAJASTHAN**  
**IV SEMESTER**

**Core Compulsory**

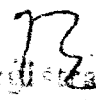
- PAD 401 Indian Administrative System : Practices and Reforms  
PAD 402 Economic Planning and Administration  
PAD 403 Public Analysis

**Elective Papers**

**Select any three out of the following papers**

- PAD D 01 Development Administration in India  
PAD D 02 Research techniques and Statistics  
PAD D 03 Panchayati Raj and Rural Local Administration  
PAD D 04 Modern Administrative Thinkers  
PAD D 05 Educational Administration in India  
PAD D 06 Administration of Government of Rajasthan  
PAD D 07 Social Welfare Administration  
PAD D 08 Dissertation

Dissertation if offered shall be permissible only in IV Semester only to those students who have secured B+ (55% ) marks in third Semester.

  
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## IV Semester

### Compulsory Papers

#### PAD 401 : Indian Administrative System : Practices and Reforms

##### Unit-I

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, Controller General of Accounts.

##### Unit-II

Control over Administration-Parliamentary, Executive and Judicial. Redressal of Citizens Grievances - Lokpal & Lokayukta.

##### Unit-III

Administrative Reforms with Special Reference to 1st Administrative Reforms Commission and 2nd Administrative Reforms 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. P.D Sharma Avum B.M Sharma: Bhartiya Prashashan
11. S.R. Maheshwari: Indian Administration
12. Ramesh Arora & Rajni Goyal: Indian Public Administration
13. P.D. Sharma & B.M. Sharma : Indian Administration.
14. S.K. Kataria : Bharatiya Prashashan (Hindi).

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## **PAD 402 : Economic Planning and Administration**

### **Unit-I**

Planning in Rajasthan with Special Reference to Planning Machinery and Planning Process at Micro & Macro Level. Planning Process in the Context of Democratic Decentralization. Impact of Planning on the Eco-Development in Rajasthan. Administration, Problems Related to Implementation of Plan.

### **Unit-II**

Principle forms of Organisation of Public Enterprises: Departments, Statutory Corporation and Joint Stock Companies Public Sector Corporation. Nature, Computation, Composition and Problems of Governing Boards Relations in Public Enterprises. Administrative problems related to Recruitment, Training & Industrial relations in Public Enterprises.

### **Unit-III**

Administrative Problems Related to Resources Mobilization 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:**

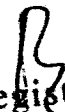
1. S.S. Khera: Management And Control In Public Enterprises
2. A.H. Hanson: Management Problems Of Public Enterprises
3. V.V. Ramanadhan: Control Over Public Enterprises In India
4. Administrative Reforms Commission: Report On Public Sector Undertaking.
5. S.S. Khera: Government In Business
6. D. Bright Singh: Economics Of Development
7. Higgins: Economic Development
8. A.H. Hanson: The Process Of Planning
9. Administrative Reforms Commission Report On Planning
10. I.K. Jain Avum Sunil Saxena: Lok Udhog
11. Dr. S.K. Kataria : आर्थिक नीति और प्रशासन
12. Prof. B.C. Mathur : आर्थिक नीति और प्रशासन

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### 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 Avum Prashasan
4. K.R. Gupta: Issues In Public Enterprise
5. T.Ramaswami: Public Enterprises In India
6. K.K.Khanna: Management Of Public Sector
7. K.R. Gupta: Organisation 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

  
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# **PAD 403 : Policy Analysis**

## **Unit-I**

Determinants of Policy Making : Political Parties, Pressure Groups, Public Opinion and Mass Media. Policy Process : Policy Making Process, Implementation, Monitoring and Evaluation.

## **Unit-II**

Public Policy in India : Public Health ; Education and Environmental.

## **Unit-III**

Role of Ngo's in Public Policy. Policy impact and policy analysis : an overview.

### **Core Readings:**

1. Charles O. Jones : An Introduction to the Study of Public Administration Policy, Books Cale Pub. Co., Monterey California (3 Rd Ed.)
2. Fred M. Froheck: Public Policy: Scope & Logic, Prentice Hall, London, 1979
3. Thomas R. Dye: Understanding Public Policy, Prentice Hall, London, 1979
4. E. Jacole Charles: Policy and Bureaucracy, D.Van Nostranad Co., 1970
5. Pradeep Sahni : Public Policy Conceptual Dimension, Allahabad: Kitab Mahal, 1987
6. James F. Anderson: Public Policy Making , New York: Preaget, 1979
7. Sangeeta Sharma, Preeta Joshi & Janak Singh Meena, Lok Niti : Siddhant evam Vyavhar, Kitab Mahal, New Delhi
8. S.N.Ambedkar & Janak Singh Meena, Public Policy & Governance in India, ABD,Jaipur

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# PAD D01 : Development Administration in India

## Unit-I

Role of Bureaucracy in Economic Development and Social Change. Role of Self Help Groups & Role of international funding agencies in development. (eg, UNDP, ADB & World Bank).

## Unit-II

Sustainable Development, Environment and Development. Administration of Development, Plans, Programmes and Projects.

## Unit-III

Responsive Administration. People's Participation in Development Process. Role of NGOs in Development, Human Development Index and Capacity Building for Development.

### 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. Gunner 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. Preeti Joshi: Vikas Prashashan (Hindi)

### Journals:

1. Indian Journal Of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Administrative Science Quarterly (Usa)
4. Political Science Review (Vietnam)
5. Europa Year Book Vol -I & Vol-II.
6. Chinese Journal Of Public Administration

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## **PAD D02 : Research Techniques & Statistics**

### **Unit-I**

Questionnaires and Schedules, Types and Techniques of Interviewing Data Processing Classification, Tabulation Presentation, Content Analysis. Case Study Method-Its Role and Significance in Public Administration.

### **Unit-II**

Nature and Definition of Statistics; Meaning of the Statistical Units; Variables; Frequency Distribution. Elementary Statistical Techniques. Problems of Measurement in Social Research. Levels of Measurement Normal Ordinal, Interval and Ratio Scales.

### **Unit-III**


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. Report Preparing,

#### **Core Readings:**

1. F.A.Kerlinger: The Foundations Of 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 Statistics
7. Simpson And Kafka: Basic Statistics
8. John H. Mueller And P. Schuessler: 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. Athriya: Ten Case Studies In Research And Development
6. Abraham Kaplan: The Conduct Of Inquiry
7. Ackoff: Design : Of Social Research.

  
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## PAD D03 : Panchayati Raj and Rural Local Administration

### Unit-I

Recruitment, Training and Education of officials and non-officials in Panchayati Raj. Relationship of Panchayati Raj Institutions with Government Agencies and Departments. The official and non-official Relationship.

### Unit-II

Some Emerging trends in relationship of Political Parties and Panchayati Raj. The organisation and working of Special Schemes like Integrated Rural Development Programme (IRDP), Organisation and Functions of District Rural Development Agency (DRDA), MENREGA.

### Unit-III

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. Meenakshisundaram: 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.
11. Seema Sharma : ग्रामीण स्थानीय प्रशासन

#### Subsidiary Readings:

1. S.C. Dube: India's Changing Villages
2. Pai Panandikar: Personnel System In Development Administration
3. Madick: Development, Decentralization And Democracy
4. Janak Singh Meena, Gramin Vikas Ke Vividadh Ayam.
5. Janak Singh Meena, Bharat Main Gramin Vikas Prashasan, RBSA, Jaipur

#### Journals:

1. Indian Journal Of Public Administration, N. Delhi
2. Kurkshetra, N. Delhi
3. Kurushetra, New Delhi
4. Rajasthan Vikas, Jaipur
5. Rajya Shastra Samiksha

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## PAD D04 : Modern Administrative Thinkers

### Unit-I

#### Administrative Ideas of 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

### Unit-II

#### Administrative Ideas of McGregor and Likert with Special Reference to:

##### (A) McGregor

- i. Theory 'X' And Theory 'Y'
- ii. Scandlon Plan
- iii. Conflict Management

##### (b) Rensis Likert

- i. Supervisory Styles
- ii. Management Systems 1-4
- iii. Organizational Improvement
- iv. Managing Conflict

### Unit-III

#### Administrative ideas of F.W. Riggs with Special Reference to

##### (c) 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. Tilest, Kempner And Mils: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. Marino Pinto-Administrative Thinker
12. Prasad Avum Anya:Prashashnik Chintak

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# PAD D05 : Educational Institutions In India

## Unit- I

Administrative Problems of Education in India with Special Reference to their Structural Functionalism Financial and Personnel Management.

## Unit- II

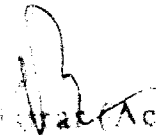
School Education; College Education; Technical Education; Universities; Autonomous Colleges. Administrative Innovations for Educational Development. Non Formal Education: Open School and open Universities. Organisation and working of Important Educational Institutions in India. U.G.C.: I.C.S.S.R.; N.C.E.R.T.; and NEPA.

## Unit- III

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. Reports of Commissions on Education; Kothari Commission, Education Policy.1986: Ram Murti 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. Frifithss Daniel, E. Administrative Theory
13. Halpin Andrew W.(Ed.):Administrative Theory In Education
14. Griffiths Daniel,F;Research In Educational Administration
15. Griffiths,Daniel (Ed.):Behavioural Science And Educational Administration
16. Lulla S P :Research In Educations 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,Hebrey A :Administrative Behaviour

  
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# **PAD D06 : Administration of Government of Rajasthan**

## **UNIT-I**

General Administration of Government of Rajasthan, Organization and Function of Department of Home Finance office of Divisional commissioner Power and functions.

## **UNIT-II**

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

## **UNIT-III**

Organization working of Police administration at the State and District level. New Commissioner System in Police Department. Role of Collector ADM, SDM and Tehsildar in District Administration. Role of Food and Supply Department in District Administration.

  
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## **PAD D07 : Social Welfare Administration**

### **Unit -I**

Social Policy in India : Policy and Problem Perspective for the Welfare of S.C., S.T., Women and Children. Social Planning in India : Social Development under various Five Year Plans, Problems and Suggestions.

### **Unit -II**

Department of women and child Development. Social Administration at the State level. State Social Welfare Advisory Board, Its Composition and Functions.

### **Unit -III**

Social Administration at District Level. Role of Voluntary Agencies and Non-Governmental Organisations in India. Need for the Creation of a Special Cadre of Social Administration.

Role of National Commission for Women, Commission for Scheduled Castes and Scheduled Tribes & National Commission on Human Rights.

### **Readings:**

1. David C. Marsh : An Introduction To Social Work.
2. Frinendlander : Introduction To Social Welfare.
3. G.B. Sharma : Social Administration In India
4. T.N. Chaturvedi And Chandra Kohli (Eds.): Social Administration : Development And Change
5. Janak Singh Meena, Bharat Main Samajik Prashasan, Rajasthan Hindi Granth Academy, Jaipur


### **Reference Books:**

6. India, Encyclopedia Of Social Work
7. American Social Work Year Book
8. India, Committee On Plan Projects Planning Commission Report Of The Study Team On Social Welfare And Welfare Of Backward Classes. 1969
9. C.R. White: Public Welfare Administration
10. T.H. Marshall: Social Policy

### **Journals:**

11. Indian Journal Of Social Work
12. Indian Journal Of Public Administration
13. Political Science Review
14. Social Welfare

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