

UNIVERSITY OF RAJASTHAN,
JAIPUR

M.A./M.SC./M.COM

(Public Administration)

2013-2014 (PREVIOUS)-I/II SEMESTER

2014-2015 (FINAL)- III/IV SEMESTER

Prepared by

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5.4	74	3.4	54	1.4	32.2
5.3	73	3.3	53	1.3	31.4
5.2	72	3.2	52	1.2	30.6
5.1	71	3.1	51	1.1	29.8
5	70	3	50	1	29
4.9	69	2.9	49	0.9	28.2
4.8	68	2.8	48	0.8	27.4
4.7	67	2.7	47	0.7	26.6
4.6	66	2.6	46	0.6	25.8
4.5	65	2.5	45	0.5	25
4.4	64	2.4	43.8	0.4	20
4.3	63	2.3	42.6	0.3	15
4.2	62	2.2	41.4	0.2	10
4.1	61	2.1	40.2	0.1	5

The enhancement of CGPA by 0.01 will enhance percentage as given below:

Grade	SGPA or CGPA	Percentage enhancement on 0.01 CGPA enhancement
O	5.50 to 6.00	0.5
A	4.50 to 5.49	0.1
B	3.50 to 4.49	0.1
C	2.50 to 3.49	0.1
D	1.50 to 2.49	0.12
E	0.50 to 1.49	0.08
F	0.00 to 0.49	0.5

For example (i) CGPA of 5.73 is equivalent to 86.5%, (ii) CGPA of 5.12 is equivalent to 71.2%, (iii) CGPA of 4.34 is equivalent to 63.4%, (iv) CGPA of 3.26 is equivalent to 52.6%, (v) CGPA of 2.17 is equivalent to 41.04%, and (vi) CGPA of 1.11 is equivalent to 29.88%.

2. Eligibility:

A candidate who has secured more than 50% or CGPA of 3.0 in the UGC Seven Point scale [45% or CGPA 2.5 in the UGC Seven Point Scale for SC/ST/Non-creamy layer OBC] or equivalent in the Bachelor degree in Arts, Commerce, Science or

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Engineering or Technology or Medicine or Pharmaceutical Science shall be eligible for admission to First Semester of a Master of Arts course.

3. 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).

4. Course Structure:

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

Abbreviations Used

Course Categorys

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 Assignment etc.)

ST: Sessional Test

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EoSE: End of Semester Examination

First Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	PAD 101	Administrative Theories and Management	CCC	9	6	3	0	3	0
2.	PAD 102	Comparative Public Administration	CCC	9	6	3	0	3	0
3.	PAD 103	Public Personnel Administration	CCC	9	6	3	0	3	0
4.		Core Elective Course-I	ECC	9	6	3	0	0	0

Second Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	PAD 201	Management Techniques	CCC	9	6	3	0	3	0
2.	PAD 202	Comparative Administrative Systems	CCC	9	6	3	0	3	0
3.	PAD 203	Comparative Public Personnel Administration	CCC	9	6	3	0	3	0
4.		Core Elective Course-II	ECC	9	6	3	0	3	0

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Third Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	PAD 301	Public Administration in India	CCC	9	6	3	0	3	0
2.	PAD 302	Economic Policy & Administration	CCC	9	6	3	0	3	0
3.		Core Elective Course-III	ECC	6	4	2	0	3	0
4.		Core Elective Course-IV	ECC	6	4	2	0	3	0
5.		Core Elective Course-V	ECC	6	4	2	0	3	0

Fourth Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	PAD 401	Indian Administrative System : Practices and Reforms	CCC	9	6	3	0	3	0
2.	PAD 402	Economic Planning and Administration	CCC	9	6	3	0	3	0
3.		Core Elective Course-VI	ECC	6	4	2	0	3	0
4.		Core Elective Course-VII	ECC	6	4	2	0	3	0
5.		Core Elective Course-VIII	ECC	6	0	0	9	0	1

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

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Elective Core Courses:

Specialization Clusters

- A. First Semester Elective
- B. Second Semester Elective
- C. Third Semester Elective
- D. Fourth Semester Elective

Elective Course Code	Specialization	Paper Title	Prerequisite	Semester
PAD A01		Economic Systems		I
PAD A02		Social Administration in India		I
PAD A03		Administrative Law		I
PAD A04		Politics and Administration : Theoretical Premises		I
PAD A05		Public Administration in Canada		I
PAD B01		Economic System and Administration	PAD A01	II
PAD B02		Social Welfare Administration	PAD A02	II
PAD B03		Indian Administrative Law	PAD A03	II
PAD B04		Politics and Administration in India	PAD A04	II
PAD B05		Theory & Practice of Public Administration in Canada	PAD A05	II
PAD C01		Development Administration		III
PAD		Research Methodology		III

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C02				
PAD C03		Public Undertaking		III
PAD C04		Indian Constitution		III
PAD C05		Urban Local Administration		III
PAD C06		Rural Local Administration		III
PAD C07		Labour Welfare Administration		III
PAD C08		Classical Administrative Thinkers		III
PAD C09		Public Policy		III
PAD C10		Correctional Administration		III
PAD C11		Public Relations		III
PAD C12		Administration of Environment		III
PAD C13		Public Office Organisation		III
PAD C14		Educational Administration		III
PAD C15		State Administration in India		III
PAD C16		Tourism Administration in India		III*
PAD D01		Development Administration in India	PAD C01	IV
PAD D02		Research Techniques & Statistics	PAD C02	IV
PAD D03		Administration of Public Undertaking	PAD C03	IV

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PAD D04		Indian Constitution & State Administration	PAD C04	IV
PAD D05		Indian Urban Administration	PAD C05	IV
PAD D06		Panchayati Raj and Rural Local Administration	PAD C06	IV
PAD D07		Labour Legislations in India	PAD C07	IV
PAD D08		Modern Administrative Thinkers	PAD C08	IV
PAD D09		Policy Analysis	PAD C09	IV
PAD D10		Practice of Correctional Administration	PAD C10	IV
PAD D11		Techniques of Public Relations	PAD C11	IV
PAD D12		Environment and Human Ecology	PAD C12	IV
PAD D13		Public Office Management	PAD C13	IV
PAD D14		Educational Institutions in India	PAD C14	IV
PAD D15		Administration of Government of Rajasthan	PAD C15	IV
PAD D16		Tourism Administration in Rajasthan	PAD C16	IV
PAD D17		Dissertation		IV

PAD 101: Administrative Theories

Unit- I

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

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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. 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
11. Schodebek: Management System.
12. Prabhu Dutt Sharma: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan- Sithant Tatha Vyavahar (Hindi)
14. Awasthi Avum Maheshwari: Prashashnik 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. Litle Field and Rachel: Office 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 Caiden: 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. 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

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- Sithant Tatha Vyavahar (Hindi)
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15. Nichlos Henry P.A.: Public Affairs (1995)
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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. Litle 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 Caiden: 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 Swerdlow (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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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).

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

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4. Reports Of The Parliamentary Committee (New Delhi)
5. Janak Singh Meena : Soochna Ka Adhikar
6. H.C.Sharma, Bharat Mein Lok Prashashan
7. S.R. Maheshwari:State Governments In India.

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: Planning Commission NDC. 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
- 11⁰ Dr. S.K. Kataria : आर्थिक नीति और प्रशासन
12. Prof. B.C. Mathur : आर्थिक नीति और प्रशासन

Subsidiary Readings:

1. N.N. Mallya:The Public Sector In India
2. Raj.K.Nigam (Ed.):Management Of Public Sector In India

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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

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

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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).

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. Janak Singh Meena : Soochna Ka Adhikar
6. H.C. Sharma, Bharat Mein Lok Prashashan
7. S.R. Maheshwari: State Governments In India.

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

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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 Udhog
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

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:

- d. Capitalistic,
- e. Socialistic

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f. 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 Gruchy: Comparative Economic Systems
3. Blodgett : Comparative Economic System
4. Jan S. Prybla (Edited) : Comparative Economic System
5. G.N. Halm : Economic Systems

PAD A02 - 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. S.K. Kataria : सामाजिक प्रशासन
6. Ghanshyam Chouhan: Bhartiya Samajik Prasashan

PAD A03 - 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 Counsel of State. Court of Cession. 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. 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

PAD A04 - 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. Ideas of Michael Crosier, 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. 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

PAD A05 - Public Administration in Canada**Unit-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.

Unit-II

The Political Framework of Canada: The Formal Executive Crown. Nonarchy and Governor General; the Political Executive-the Prime Minister, the Cabinet, the Ministers. **Government Departments and Central Agencies :** the Prime Minister's Office, the Privy Council Office, Federal-Provincial Relations Office, Treasury Board, Department of Finance.

Unit-III

Crown Corporations: The Rationale, Classification and Political Ministerial and Judicial Controls; Special Operating agencies. Regulatory Agencies: Definition, Functions and Types.

Core Readings :

1. Kenneth Kernaghan And David Siegel: **Public Administration In Canada**, 3rd Ed. (Nelson Canada,1995)
2. Peter Aucnin: **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)

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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

PAD B02 - 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.

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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

PAD B03 - 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 B04 - 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 B05 - Theory & Practice of Public Administration in Canada

Unit-I

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

Personnel Administration : Evolution of the Public-Personnel System; the Concept of Merit; the Major Personnel Processes-Recruitment. Training, Promotion, Classification Performance Evaluation. Collective Bargaining in the Civil Service.

Unit-II

The Budgetary Process : Preparation and Execution of Budget at the Federal Level and Control over Public Finance. **Public Policy-Making in Canada :** the Rationale and Role of Various Agencies and Institutions in Policy-Making.

Unit-III

Public Administration and Local Government: Rationale Structure and the Territorial Dimensions. **Issues in Canadian Public Administration:** 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 Aucnin: **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 Stritch: **Canadian Public Policy: Globalization And Political Parties**, (Copp Clark Ltd., Toronto,1996).

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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. Fred Riggs: Administration In Developing Countries
7. Preeti Joshi. Vikas Prashashan (Hindi)

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.

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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
12. Shukla & Trivedi : रिसर्च मैथडोलोजी

PAD C03 -Public Undertakings

Unit-I

The focus to the Internal Administrative Problems of some specific undertakings like Railway Board, LIC, SAIL, BHEL, Forms of Organisations and their Operational Autonomy. Sector Cooperative. Types of Boards, Role and Functions of Board of Directors.

Unit-II

Role of Public Enterprises Selection Board.

Unit-III

Financial Administration : Resources Mobilization Disinvestment Role of Disinvestment Commission, Problems of Risk Units. Privatisation Price and Profit Policy, Accounting and Auditing.

Core Readings:

1. K.C. Khanna:Management Of Public Sector
2. K.R.Gupta:Organisation And Management
3. Naboogopal Das:The Public Sector In India (Asia,Bombay)
4. S.S. Khera:Government In Business (Asia,Bombay)
5. T.K.Jain,Sunil Saxena: Lok Udhog

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PAD C04 -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. K.V.Rao: Parliamentary Democracy In India
12. M.P.Ray: Bhartiya Sanvidhan

PAD C05 - 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

The Structure and Pattern 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 Viz.: Municipal Corporations, Municipal Councils and Nagar Panchayats, and other

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Units 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. Blaif: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

PAD C06 - 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:Panchyati 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. D.D.Basu:Introduction To The Constitution Of India.
7. Iqbal Narain And P.C. Mathur:Panchayati Raj-Old Controls And New Challenges
8. M.A.Mutallib And M.A.A.Khan:Theory Of Local Government

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9. Seema Sharma : ग्रामीण स्थानीय प्रशासन
10. Ashok Sharma : भारत में स्थानीय प्रशासन
11. Ravindra Sharma : भारत में स्थानीय प्रशासन

PAD C07 -Labour Welfare Administration

Unit-I

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, Organisation and Functions of Central Labour Bureau.

Unit-II

Organisation and working of State Labour Department and Directorate of Labour. Brief History, Organisation, Functions and short comings of Trade Unions in Labour Administration in India.

Unit-III

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.

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 Investgation Committee.
11. Sharma , Sharma & Surana : श्रम अधिनियम एवं सामाजिक सुरक्षा

PAD C08 - Classical Administrative Thinkers

Unit-I

Administrative Ideas Of Kautilaya:

- i. The Machinery of Government
- ii. Principle of Authority and Obedience

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- iii. Law & Order Administration

Unit-II

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

(A) Henri Fayol

- i. Managerial Activities
- ii. Principles of Organization
- iii. 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

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 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 C09 - 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 Califaronia (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

PAD C10 - Correctional Administration

Unit-I

Nature of the Problems of Crime and Delinquency, Individual and Social Factor in Crime Such as Personality, Heredity, Ecology, Home Neighbourhood and Society. Nature and Problems of Correction of adult offenders and juvenile delinquents with Special Reference to India. Development of Correctional Administration for Adult Offenders in India.

Unit-II

Correctional Service: Juvenile Courts, Prohibitions Services for adult and Children, Rescue Homes. The Emergence of Prison System in 19th and 20th Centuries. Prison Labour, Prison Security, Self-Government in Prison, Premature Release and Preparation to Release.

Unit-III

Probation and Parole, their Principles and Practices in India. Personnel for Correctional Administration. The Problem of Job Classification, Recruitment and Training. Probation Workers and Police and Judicial Administration. Role of Voluntary Agencies and the Community through strengthening of Social for Public Morality, Family Milieu and Society at Large.

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Core Readings:

1. Paul Tappan: Contemporary Correction, McGraw Hill Book Co, New York, Parts I, III, IV & V
2. W.C. Reckfess: 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

PAD C11 - Public Relations**Unit-I**

Concept and Meaning of Public Relations, Nature. Scope and Principles of Public Relations. Public Relations Vis-A-Vis Public Opinion. Publicity, Propaganda, Advertisement, Lobbying.

Unit-II

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.

Unit-III

Administering the Public Relations: Administrative System of Public Relations in India. The Organisation of Public Relations at the Union Government Level - Ministry of Information and Broadcasting: Organization and Working.

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. Stienberg, 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 Relation Administration
11. Beldev Gupta: Bharat Mein Jansampark
12. Lalchand: Jan Sampark Prashashan
13. Rajendra: Lok Sampark
14. Radheshyam Sharma: Jan Sanchar
15. Madan Gopal: Jan Sampark

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16. Vijay Kulshreshtha:Jan Sampark,Prachar Avem Vigyapan

PAD C12 -Administration of Environment

Unit-I

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.

Unit-II

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).

Unit-III

The structure and functioning of ministry of environment and forest and the Central Pollution Board at the Central Level. The Structure and Functioning of the Department Environment and the forest and the Pollution Control Board with Special Reference to Rajasthan.

Core Readings:

1. Edmunds And Lety:Environment Administration
2. Krishna Sharma & Harnek Singh:Environment Growth And Development Programmes In North India
3. G.S.Nathawat And Others (Ed.):Human Ecology An Indian Perspective
4. Jagdish Chandra Pandey:Samaj Aur Paryavaran
5. M.P.Singh & Ghosh:Bhopal Gas Tragedy:Model Simulations Of The Dispomon Scenario
6. J.Villian:The Nature Of Chemical Hazard:Their Accidental Potensial And Consequences
7. M.V.Pylee:Constitutional Government In India

PAD C13 - Public Office Organisation

Unit- I

Development in Organisation Ideas-Major Landmarks; Scientific Management-F.W: Taylor. Organisation theories impact of Technology on Organisation - New Challenges. Information Technology.

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Unit- II

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.

Unit- III

Statistical Techniques: Collection of data Classification. Tables Preparation, Graph, Forms Design, Record Management. Computer Inaction. Office Management Layout.

Books For Reference:

1. H.O. Dovey:Hand Book Of Organisation 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.Barned: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

PAD C14 - 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. Morphat R.L. John & Feller : Educational Administration
2. Mort, P.R.: Principles Of School Administration
3. Seers, J.B.: The Nature Of The Administrative Process

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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,Hebret A.:Administrative Behaviour

PAD C15 - 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 tropics 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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Books Recommended:

1. Singh, Sharma & Goyal: राजस्थान में राज्य प्रशासन
2. Ravindra Sharma: राज्य प्रशासन
3. Surendra Katria: भारत मे राज्य प्रशासन
4. Ramesh Arora & Chaturvedi : भारत में राज्य प्रशासन
5. State Administraion: Meena Sognai & R.M Khandelwal
6. Mohan Mukherji,(ed.):Administrative Innovations in Rajasthan
7. V.D.Sharma:Through Two systems
8. Meena Sogani:The Chief Secretary of India
9. R.M.Khandelwal:State Level Plan Administration in India
10. Satish K.Batra:Legislative control over Public enterprises

PAD C16 -Tourism Administration in India

UNIT-I

Definition, Nature, Importance, Components and typology of Tourism. Growth of Tourism. Place of Tourism in National Economy.

UNIT-II

Organization & Function of Ministry of Tourism Govt. of India, Tourism Development Corporation Ltd. (ITDC). Tourism Policy at the National Level. Pass port and Visas Regulation New Reforms in Tourism Need for a tourism act.

UNIT-III

Ministry of Civil aviation Government of India. Air travel and Tourism role of travel agencies in promotion of Tourism. Hospitality Industry and its role in Tourism Development.

International Organization and Tourism.

1. International Air Transport Association (IATA)
2. World Tourism Organization (WTO)
3. Pacific Asia Travel Association (PATA)

Core Reading:

- | | | | |
|----|------------------|---|---|
| 1. | A.K Bhatia | : | Tourism in India. |
| 2. | A.K Bhatia | : | Tourism Development. |
| 3. | Burkart & Medlik | : | Tourism – Past, Present and Future |
| 4. | H.D. Devis | : | Potential for Tourism for Developing Countries |
| 5. | Jag Mohan Negi | : | Tourism & Travel |
| 6. | K.K Sharma | : | Tourism in India.(Central State Administration) |

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|-----|---------------|---|--|
| 7. | Leela Shelley | : | Tourism Development in India. |
| 8. | Maneet Kumar | : | Tourism Today |
| 9. | P.N Seth | : | Successful Tourism Management |
| 10. | S.K Mishra | : | Tourism in India- Policy and Perspectives. |

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. Preeta Joshi: Vikas Prashashan (Hindi)

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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

PAD D03 - Administration of Public Undertakings

Unit-I

Personnel Administration, Recruitment, Training Labour Welfare Industrial Relations and Conditions of Service and Salary Determination.

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Unit-II

Production Planning and Political Control Marketing. Government Public Enterprises in the Face Public Sector Private Sector Interface.

Unit-III

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: Organisation And Management
3. Naboogopal Das: The Public Sector In India (Asia, Bombay)
4. S.S. Khera: Government In Business (Asia, Bombay)
5. T.K.Jain, Sunil Saxena: Lok Udhyog

PAD D04 - 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 D05 - 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.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

PAD D06 - PanchayatiRaj 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

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- ~ 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 : xzkeh.k LFkkuh; iz'kklu

PAD D07 - Labour Legislations in India

Unit-I

Globalization and its Impact on Labour and Economy.

The Following Labour Laws are Included in the Course.

1. Factories Act, 1948
2. Industrial Dispute Act, 1947

Unit-II

1. Trade Union Act, 1926
2. Minimum Wages Act, 1948
3. Payment of Wages Act, 1936

Unit-III

1. Employee's State Insurance Act, 1948
2. Employee's Provident Fund Act, 1952
3. 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

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4. Malik:Industrial Law
5. Dcepak 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 Investgation Committee.

PAD D08 - 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

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- 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

PAD D09 - 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 Califaronia (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

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PAD D10 - Practice of Correctional Administration

Unit-I

Social Defence, Philosophy, Concepts and Legislation of Care Offenders Against Law. Changing Concepts of Penology and Correction, Development of Correctional Administration for Juvenile Delinquents in India.

Unit-II

Remand Homes, Certified Schools, Reformatories. Brostals Prisons, Adequacy and Inadequacy of Prisons Administration of Prisons, their Daily Routine, Educational, Vocational Recreational, Health and Social Services in Prisons. Classification of Prisoners, Special Types of Institutions for Women, Youth, Mentally Deficient and Mentally Sick, all with Special Reference to Indian Practices.

Unit- III

The Problems of Release; After care and Rehabilitation, Nature and Extent of after care Service the Development in India. Policy Organisation and Judicial System. Their Role in Correctional and Preventive Programme. Prevention of Crime; Responsibility of the Government.

Core Readings:

1. Paul Tappan: Contemporary Coirretion, 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

PAD D11 - Techniques of Public Relations

Unit-I

Sate Level Organisation for Public Relations. Directorate of Information and Public Relations: Organisation and Working. Public Relations at District Level: Organisation and Working. Public Relations officer and Administration. Public Relations in Public and Private Enterprises, Public Relations in Educational Institutions.

Unit-II

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.

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Unit-III

Government and Public Relations, Public Relations: its Importance in the Soci-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. Stienberg,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 Relation Administration
11. Beldev Gupta:Bharat Mein Jansampark
12. Lalchand:Jan Sampark Prashashan
13. Rajendra:Lok Sampark
14. Radheshyam Sharma:Jan Sanchar
15. Madan Gopal:Jan Sampark
16. Vijay Kulshreshtha:Jan Sampark,Prachar Avem Vigyapan

PAD D12 - Environment and Human Ecology

Unit-I

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.

Unit-II

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.

Unit-III

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

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2. Krishna Sharma & Harnek Singh: Environment Growth And Development Programmes In North India
3. G.S.Nathawat And Others (Ed.): Human Ecology An Indian Perspective
4. Jagdish Chandra Pandey: Samaj Aur Paryavaran
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

PAD D13 - Public Office Management

Unit- I

General Principles of Office Organisation. Section, Co-Ordination Between the Office Equipment, Mechanisation, Automation, Organisation Reception. Office Etiquettes and Behaviour.

Unit- II

Elementary Office Procedure. Rules of Business, Handling of Dak, Diary Maintenance, Indexing, Referencing, Flagging Papers. Advance Office Procedure. Noting with Precedent, Examination of Rules, Draft Preparation, Handling of Confidential Papers. Handling of Parliamentary Legislation Questions.

Unit- III

Dealing with Petitions for Public. Public Concerns Dealing with Contract. Public Relations. Field Study-Practical Visit of Office-Technique Observation: Report Writing.

Books For Reference:

1. H.O. Dovey: Hand Book Of Organisation 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. Barnard: 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

PAD D14 - Educational Institutions in India

Unit- I

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

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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

PAD D15 - 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.

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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.

Books Recommended:

1. Singh, Sharma & Goyal: राजस्थान में राज्य प्रशासन
2. Ravindra Sharma: राज्य प्रशासन
3. Surendra Katria: भारत में राज्य प्रशासन
4. Ramesh Arora & Chaturvedi : भारत में राज्य प्रशासन
5. State Administration: Meena Sognai & R.M Khandelwal
6. Mohan Mukherji,(ed.):Administrative Innovations in Rajasthan
7. V.D.Sharma:Through Two systems
8. Meena Sogani:The Chief Secretary of India
9. R.M.Khandelwal:State Level Plan Administration in India
10. Satish K.Batra:Legislative control over Public enterprises

PAD D16 - Tourism Administration in Rajasthan**UNIT-I**

Basic component of Tourism. Psychology & Motivation of Tourism Definitions of Tourist Foreign and domestic Role of culture and Heritage in Development of Tourism in Rajasthan. New trends in Tourism Health, Medical and Rural Tourism.

UNIT-II

Organization and function of Department of Tourism in Rajasthan, Tourism Development Corporation Ltd. (RTDC), Tourism policy at the State Level, Passport & New reforms in Tourism, Need for a special Tourism Act in Rajasthan. Accommodation problem for development of tourism Industry in Rajasthan, Short coming for development of tourism in Rajasthan.

UNIT-III

Role of Air, Rail and Road Transport in Development of tourism in Rajasthan.

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Concept of Travel Market. Tourism Marketing Promotion & Publicity (Tools and Technique). Some tourist important places in Rajasthan i.e. Jaipur, Udaipur, Jodhpur, Jaisalmer, Kota, Ajmer. Role of guide in Tourism Development.

Core Reading:

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|-----|------------------|---|---|
| 1. | A.K Bhatia | : | Tourism in India. |
| 2. | A.K Bhatia | : | Tourism Development. |
| 3. | Burkart & Medlik | : | Tourism – Past, Present and Future |
| 4. | H.D. Devis | : | Potential for Tourism for Developing Countries |
| 5. | Jag Mohan Negi | : | Tourism & Travel |
| 6. | K.K Sharma | : | Tourism in India.(Central State Administration) |
| 7. | Leela Shelley | : | Tourism Development in India. |
| 8. | Maneet Kumar | : | Tourism Today |
| 9. | P.N Seth | : | Successful Tourism Management |
| 10. | S.K Mishra | : | Tourism in India- Policy and Perspectives. |

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