University of Rajasthan
Jaipur
SYLLABUS

M.A.
PUBLIC ADMINISTRATION

(Annual Scheme)

Previous - 2016
Final - 2017

Prepared by

Checked by

Asstt. Registrar (Acad 1)
University of Rajasthan
Jaipur
SCHEME OF EXAMINATION
(Annual Scheme)

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

1. The number of papers and the maximum marks for each paper/
practical shall be shown in the syllabus for the subject concerned.
It will be necessary for a candidate to pass in the theory part as
well as in practical part (wherever prescribed) of a subject/paper
separately.

2. A candidate for a pass at each of the Previous and the Final
Examinations shall be required to obtain:
   (i) Atleast 36% marks in the aggregate of all the papers pre-
scribed for the examination and
   (ii) Atleast 36% marks in practical(s) wherever prescribed at
the examination, provided that if a candidate fails to secure
atleast 25% marks in each individual paper at the
examination and also in the dissertation/Survey report/ Field
work, wherever prescribed, he shall be deemed to have
failed at the examination not withstanding his having
obtained the minimum percentage of marks required in the
aggregate for that examination. No division will be awarded
at the Previous and the Final Examination. Division shall
be awarded at the end of the Final Examination on the
combined marks obtained at the previous and the Final
Examination taken together, as noted below:

First Division 60% of the aggregate marks taken
Second Division 48% together of the Previous and

All the rest will be declared to have passed the examination.

3. If a candidate clears any Paper(s) Practical(s) / Dissertation
prescribed at the Previous and/or Final Examination after a
continuous period of three years, then for the purpose of working...
out his division the minimum pass marks only viz. 25% (36% in the case of practical) shall be taken into account in respect of such Paper(s)/Practical(s)-Dissertation are cleared after the expiry of the aforesaid period of three years; provided that in case where a candidate required more than 25% marks in order to reach the minimum aggregate as many marks out of those actually secured by him will be taken into account as would enable him to make up the deficiency in the requisite minimum aggregate.

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

N.B. Non-colligate candidate are not eligible to offer dissertation as per provisions of O.170-A.
M.A. PUBLIC ADMINISTRATION

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

M.A. Previous Examination

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

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

1. Paper IV : Social Administration
3. Paper VI : Politics and Administration

M.A. Final Examination

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

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

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

Paper I : Development Administration
Paper II : Research Methodology and Statistics in Public Administration

4. Paper III : Indian Constitution
5. Paper IV : Urban Local Administration
6. Paper V : Rural Local Administration
7. Paper VI : International Organisation and Administration

8. Paper VII : Correctional Administration
10. Paper IX : Administrative Thinkers
11. Paper X : State Administration in India with special reference to Rajasthan

12. Paper XII : Dissertations
M.A. PREVIOUS

Compulsory Papers:

Paper I: Administrative Theories and Management
3 Hrs. Durations 100 Marks

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

Section ‘A’

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

Section ‘B’
Scientific Management: Contributions of Taylor and Fayol. Organizational analysis - Chester Barnard.
Hawthorne Experiments - Concept of Informal Organisation.
Motivation, Morale with special reference to the contributions of Elton Mayo, McGregor, Herzberg, Maslow.
Administrative Behaviour - Decision Making (H. Simon).

Section ‘C’
Delegation, Participative Management, Group dynamics Modern Aids to Management Automation - Cybernetics, PERT, CPM.

Core Readings:
1. Pffifner and Presthus: Public Administration
2. Simon, Smithburg & Thompson: Public Administration
3. Felix A. Nigro: Modern Public Administration
4. Tilet Kemper and Mills: Management Thinkers
5. Terry: Principles of Management
9. अकस्मी एवं माहेरवरी: लोक प्रशासन
10. McGregor: The Human Side of Enterprise
11. Schodebek: Management System
12. प्रमु द शार्मा: लोक प्रशासन
13. महादेव प्रसाद शार्मा: लोक प्रशासन-सिद्धांत तथा व्यवहार
14. अकस्मी एवं माहेरवरी: प्रशासनिक सिद्धान्त
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
10. Schien : Organisational Psychology
15. Haire : Modern Organisation Theory
16. Littlefield and Rachel : Office and Administrative Management
17. James D. Gallagher : Management Information Systems and the Computer
18. Greenwood : Management and Organisation Behavioural Theories
22. Reddin : Management Effectiveness.
24. Likert : New Patterns of Management
25. Andrew M. Brown : Management by Objectives
26. J.W. Humble : Management by Objectives
27. Gerald Caiden : Dynamics of Public Administration.

Journals :
1. Indian Journal of Public Administration, New Delhi.
2. Public Administration Review, U.S.A.
6. Administrative Change, Jaipur.

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

Paper II : Comparative Public Administration

3 Hrs. Durations 100 Marks

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


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

Section 'B'

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

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

Section 'C'

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

Core Readings:
4. Fred W. Riggs : Administration in Developing Countries.
5. H.H. Gerth and C. Wright Mills : Max Weber Essays in Sociology (Portions on Bureaucracy)
9. Mackenzie and Grove : Central Administration in Britain.
12. विश्वविद्यालय लोक प्रशासन Subsidiary Readings:
3. Irving Swerdlow (ed.).: Development Administration

Paper III: Public Personnel Administration

3 Hrs. Durations 100 Marks

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

Section 'A'

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

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

Core Readings:
1. Finer: Theory and Practice of Modern Governments (Chapters on Civil Service)
3. O. Glenn Stahl: Public Personnel Administration.
5. Maackenzie and Grove: Central Administration in Britain (Chapters on Personnel Administration)
6. वी.एन. सिंह : कार्मिक प्रशासन
7. सी.एन. जैन : सेवीच्या प्रशासन

Subsidiary Readings:
1. Shriram Maheshwari: Higher Civil Service in France
2. Geoffrey K. Fry: The Changing Civil Service
5. Gavin Drewy & Tony Butcher: The Civil Service Today
7. HMSO: Progress in the Next Steps Initiative
OPTIONAL PAPERS

Paper I (Gr. A.): Social Administration
3 Hrs. Durations 100 Marks

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

Section 'A'

Section 'B'

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


Readings:
3. G.B. Sharma : Social Administration in India

Reference Books:
1. India, Encyclopedia of Social Work

Journals:
1. Indian Journal of Social Work
2. Indian Journal of Public Administration
3. Political Science Review.

Paper II (Gr. A) : Administrative Law

3 Hrs. Durations

100 Marks

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

Section 'A'


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

Section 'B'

Droit Administration in France.


Section 'C'


Administrative Discretion - Meaning, Definition and Judicial Control over Discretion.
Liability of Administration - Contractual and Tortuous.

Readings:
2. C.K. Thakkar: Administrative Law (Eastern Book Co.)
5. Griffith and Street: Principles of Administrative Law
7. B. Ganguly: Administrative Legislation in Modern Law in India.
8. A.P. Hassumani: Some Problems of Administrative Law in India.
10. S.P. Sathe: Administrative law in India.

Subsidiary Readings:
1. H.W.A. Wade: Administrative Law
2. Wade and Philips: Constitutional Law
6. M. Sieghart: Government by Decree
7. C.J. Hamson: Executive Discretion and Judicial Control
9. C.T. Garm: Concerning English Administrative Law
12. Indian Law Institute: Delegated Legislation in India

Journals:
1. Quarterly Journal Published by the Indian Law Institute

PAPER (Gr.A): Politics and Administration

3 Hrs. Durations 100 Marks

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

Section 'A'

Section 'B'
The concept of political system with special reference to the ideas of
David Easton and Almond, *Relationship between political and administrative systems with special reference to the impact of political parties and pressure groups, political culture.*

Section ‘C’


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

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

Journals:
1. *Indian Journal of Public Administration (New Delhi)*
2. Political Science Review (Jaipur)
3. Administrative Change (Jaipur)
4. Journal of the Parliamentary and Constitutions Studies (New Delhi)
5. Public Administrative Review (U.S.A.)
M.A. FINAL
COMPULSORY PAPERS:
Paper IV. Public Administration in India

3 Hrs. Durations 100 Marks

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

Section 'A'

Historical Background of Indian administration with special reference to influence of British period. Salient features of Indian administration.
The Union executive - President. P.M. and Council of Ministers.

Section 'B'

The Major forms of Public sector Enterprises - Department, Corporation and company.
Personnel administration - Classification of Indian Civil Services. Recruitment and Training of All India Services.

Section 'C'

Control over Administration—Parliamentary, Executive and judicial Redressal of citizens’ Grievances.
Administrative Reforms with special reference to Administrative Reforms Commission and Sarkaria Commission.

Core Readings:
1. Ashok Chanda: Indian Administration
2. K.V. Rao: Parliamentary Democracy in India
3. M.V. Pylee: Constitutional Government in India
4. S.S. Khera: District Administration in India
5. C.P. Bhambhri: Bureaucracy and Politics in India
6. C.P. Bhambhri: Public Administration in India
7. A.R.C. Reports on Citizens Grievances Machinery, Personnel Administration, Planning Machinery, etc.
8. Parmatma Sharan: Public Administration in India
9. Avasthi & Avasthi: Public Administration in India
10. पी.डी. शार्मा एवं बी.एम. शार्मा : भारतीय प्रशासन
11. S.R. Maheshwari : Indian Administration
12. Ramesh Arora & Rajni Goyal : Indian Public Administration

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

Journals:
1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
4. Lok Prashasan, Bhopal (M.P.)
5. सत्य शास्त्र समीक्षा
6. The Administrator (Mussoorie)

Paper V : Economic Policy and Administration

3 Hrs. Durations 100 Marks

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

Section ‘A’

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

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

Section ‘B’

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

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

Section ‘C’

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


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

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

Core Readings:
1. S.S. Khera : Management and Control in Public enterprises
2. A.H. Hanson : Management Problems of Public Enterprises
3. V.V. Ramanandhan : Control over Public Enterprises in India
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
10. तृ.के. जैन एवं सुनील सबसेना : लोक उद्योग

Subsidiary Readings:
1. N.N. Mallay : The Public Sector in India
2. Raj. K. Nigam (ed.) : Management of Public Sector in India
3. Jain Prakash : Arthik Niti Avam Prashasan
5. T.Ramaswami : Public Enterprise in India
6. K.K. Khanna : Management of Public Sector
7. K.R. Gupta : Organization and Management
10. Loucks : Comparative Economic Systems
12. Meier : Leading Issues in Development Economics
13. Planning Commission : Various Plans of India

Paper I (Gr. B) : Development Administration

3 Hrs. Durations
100 Marks

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

Section 'A'

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

Features of the administrative systems in China, Nepal and Philippines with specific reference to:
(A) Role of Bureaucracy in Economic Development.
(B) Role of Bureaucracy in Social Change.

Section ‘C’

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

Core Readings:
2. Fred, W. Riggs (ed.): Frontiers of Development Administration.
4. John D. Montgomery & William J. Siffin: Approaches to Development
5. Irving Swerdlov (ed.): Development Administration in Asia
6. Edward Weidner (ed.): Public Administration & Technical Assistance
7. Joseph La Palombara (ed.): Bureaucracy and Political Development
8. Nimrod Raphaeli: Readings in comparative Public Administration
9. Fred Riggs: Thailand: Modernization of Bureaucratie 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. पृीता जोशी: विकास प्रशासन

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

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

3 Hrs. Durations 100 Marks

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

Section ‘A’

Research Methods: Subject and object of Methodology: Task and Role of Research methodology in social sciences with special emphasis on Public Administration.
The Scientific Method: Meaning and Definition of scientific methods; Basic elements of scientific method deductive and inductive method.

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

Section 'B'

Nature of Scientific Social study:

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

Section 'C'

Elementary Statistical Techniques:

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

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

Core Readings:
2. Pauline V. Young: Scientific Social Surveys and Research (4th Edn.)
3. W.J. Goode & Paul H. Hatt: Methods in social Research
5. Bernard S. Philips: Social research, Strategy and Tactics
7. Simpson and Kafka: Basic Statistics
9. Hubert Blalock Jr.: Social Statistics
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'
6. Abraham Kaplan: The Conduct of Inquiry
Paper III (Gr. B) : Administration of Public Undertaking

3 Hrs. Durations 100 Marks

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

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

Section 'A'

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

Section 'B'


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

Section 'C'

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

Consumer Interest and public relations.

Core Readings :
1. K.C. Khanna : Management of Public Sector
2. K.R. Gupta : Organization and Management
3. Nabin Gopal Das : The Public Sector in India (Asia, Bombay)
5. टी.बी. जैन, सुनील सख्सेना : लोक उद्योग

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

Paper IV (Gr. B) : Indian Constitution

3 Hrs. Durations 100 Marks

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

Section 'A'

1. Development of Indian Constitution since 1858 with Special reference to the Government of India Act 1919 and 1935 (Salient features).
3. President : Position, election Process, Powers and Relationship with
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the Prime Minister and the Council of Ministers.

**Section 'B'**

6. State Executive: Governor—Position, Powers and relationship with the President, Chief Minister and the Council of Ministers.
7. State Legislature: Legislative Assembly and Legislative Council, composition, powers and functions.
8. Union State Relations: Legislative, Financial and administrative.

**Section 'C'**

9. Civil Services under the Indian Constitution.

**Core Readings:**
1. M.P. Singh: Constitution of India
2. D.D. Basu: Constitutional Law of India
4. 'रुग्ण दास बसु' भारत का संविधान
5. Austin: Indian Constitution, Corner Stone of the Nation
6. Pylee: Constitutional Government in India
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
12. एम.पी. राव: भारतीय संविधान

**Subsidiary Readings:**

**Paper IV (Gr. B): Urban Local Administration**

**3 Hrs. Durations 100 Marks**

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

**Section 'A'**

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

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

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

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

Section 'C'
Municipal corporations of Calcutta, Bombay and Delhi Urban Development Authority; Urban Improvement. Trust. Recent challenges and Major Problems of urban Administration, relation between urban local bodies and State Administration.
Reforms in Urban Local administration.

Core Readings:
1. R.L. Khanna: Municipal Government and administration
2. R. Argal: Municipal government in India
3. Blaif: Local Self Government in America

Subsidiary Readings:
1. A. Avasth: Municipal Government and Administration in India (Agra Laxmi Narayan & Co.)
3. Mohit Bhattacharya: Management of Urban Government India
4. S.R. Nigam: Local Self government (Delhi, S. Chand & Co.)
5. S.K. Bhogle: Local Government in India
6. R. Argal: Municipal Government in India (Delhi, Vikas Publishers)
7. Rodney Jones: URBAN Politics in India (Delhi, Vikas Publishers)
8. D.B. Rosenthal: The Limited Elite
9. Seeley: Local Government Explained
10. Mand & Wood: Local Government System
12. George S. Blair: Local Self Government in America
Paper B (Gr. B) : Rural Local Administration

3 Hrs. Durations

100 Marks

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

Section 'A'

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

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

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

Section 'B'

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

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

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

Relationship of Panchayati Raj Institutions with Government Agencies and Departments.

Section 'C'

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


State Control over Panchayati Raj Institutions.

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

Core Books:
2. S.S. Moenakshisundaram : Decentralisation in Developing Countries, New Delhi, concept Publishing Co., 1994, P-160, Rs. 250/-
7. D.D. Basu: Introduction to the Constitution of India

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

Journals:
1. Indian Journal of Public Administration, N. Delhi.
2. Kurkshetra, N. Delhi
3. कृष्केत्र, नई दिल्ली
4. राजस्थान विकास, जयपुर
5. राजस्थान समीक्षा

Paper ☐ (Gr. B): International Organisation and Administration

3 Hrs. Durations

100 Marks

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

Section ‘A’

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


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

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

Section ‘B’


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

Section ‘C’

Personnel Administration—Problem of International Civil Services. Budgetary support from International Organizations.

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

The Composition, Functions and working of:
1. International Labour Organization (ILO)
2. The UNESCO
3. Food and Agriculture Organization (FAO)
4. World Health Organization (WHO)
5. World Bank

Core Readings:
1. Vandenbosch & Hogan: Towards World Order (McGraw Hill)
2. Luard (Ed.): The Evolution of the International Organisation, Thames and Hudson, London
3. Ohodisch: The United Nations
5. Chase: The United Nations in Action

Subsidiary Readings:
1. The World Marks Encyclopedia of United Nations
2. The United Nations Year Books since 1947
3. Leonard: International organization
5. एम.पी. रेख: अन्तरराष्ट्रीय संगठन

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

3 Hrs. Durations 100 Marks

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

Section 'A'


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.


Section 'B'

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

Elementary Office Procedures
Marketing: Elements of Production Management with special reference to sales promotion.

**Section ‘C’**


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

**Core Readings:**
2. Newman and Summer: The process of Management
5. Miliet: Principles of Management

**Subsidiary Readings:**
2. Allen: Management and Organisation
3. M.C. Shukla: Business Organisation
4. Urwick: The Elements of Administration
5. Lawrence and Others: Organisation Behaviour

**Paper 3 (Gr. B): Correctional Administration**

3 Hrs. Durations 100 Marks

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

**Section ‘A’**

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

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

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

**Section ‘B’**

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

The Emergence of prison system in 19th and 20th centuries, adequacy and inadequacy of prisons Administration of prisons, their daily routine, educational, vocational, recreational, health and social services in prisons.
prison labour, prison security, classification of prisoners, self-government in prison, premature release and preparation to release, special types of institutions for women, youth, mentally deficient and mentally sick, all with special reference to Indian practices.

Section 'C'

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

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

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

Core Readings:

Subsidiary Readings:
1. B.S. Haiperwa : A Comparative Study of Penology

Paper (Gr. B): Labour Welfare Administration

3 Hrs. Durations 100 Marks

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

Section 'A'


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

Section 'B'

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

Section 'C'

The following Labour Laws are included in the course.
1. Factories Act, 1948
2. Industrial Dispute Act, 1947
3. Trade Union Act, 1926
4. Minimum Wages Act, 1948
5. Payment of Wages Act, 1936
6. Employee's State Insurance Act, 1948
7. Employee's Provident Fund Act, 1952

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
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
Paper (Gr. B) : Administrative Thinkers

3 Hrs. Durations 100 Marks

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

Section ‘A’

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

1. Kautilaya:
   (i) The machinery of Government
   (ii) Principle of Authority and Obedience
   (iii) Law & Order Administration

2. Henri Fayol
   (i) Managerial Activities
   (ii) Principles of Organization
   (iii) Administrative Training

3. F.W. Taylor
   (i) The Analysis and Planning of Work Process
   (ii) The Scientific Management Movement
   (iii) Impact of Taylorism on Organization Theory

Section ‘B’

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

1. Max Weber
   (i) Authority and Legitimacy
   (ii) Ideal Typical Model of Bureaucracy

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

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

Section ‘C’

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

1. McGregor
   (i) Theory ‘X’ and Theory ‘Y’
   (ii) Scandlon Plan
   (iii) Conflict Management
2. Rensis Likert
   (i) Supervisory Styles
   (ii) Management Systems 1-4
   (iii) Organizational improvement
   (iv) Managing Conflict
3. F.W. Riggs
   (i) Nature of Comparative Public Administration
   (ii) Ecology of Public administration
   (iii) Fused, prismatic and Diffracted Societies and Sala Model
   (iv) Development Administration
   (v) Prismatic Society revisited

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

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

Paper XIII (Gr B) : Psychology and Administration
3 Hrs. Durations 100 Marks

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

Section A
Growth of Psychological studies in organisations. Laboratory. Group and personality Studies. Culture Bound - Widening areas of psychological
7. L. Case : Function of Social Conflict
10. R. Stangner : Psychology of Industrial Conflict, New York, Wiley
14. Presthus : The Organisation Society

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

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

3 Hrs. Durations 100 Marks

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

Section 'A'

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

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

Section 'B'

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

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

Section 'C'

Planning Administration at the State level in Rajasthan : Plan
formulation, Implementation, Monitoring and Coordination.

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

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

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

Subsidiary Readings:
1. Mohan Mukherji, (ed.): Administrative Innovations in Rajasthan
4. चतुर्मुखिसिंह एवं अन्य: राजस्वायम में राज्य प्रशासन
5. Meena Sogani: The Chief Secretary of India
6. R.M. Khandelwal: State Level plan Administration in India
7. Satish K. Batra: Legislative Control over Public Enterprises
8. रवीन्द्र शर्मा: राज्य प्रशासन

PAPER- XI

Dissertation