University of Rajasthan
Jaipur

SYLLABUS

M.A.

PUBLIC ADMINISTRATION

(Semester Scheme)

I/II Sem. - 2015-2016
III/ IV Sem. - 2016-2017

Prepared by

Checked by

Asstt. Registrar (Acad-I)
University of Rajasthan
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
EoSE: End of Semester Examination

First Semester

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Subject Code</th>
<th>Course Title</th>
<th>Course Category</th>
<th>Credit</th>
<th>Contact Hours Per week</th>
<th>EoSE Duration (Hrs.)</th>
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<td>1.</td>
<td>PAD 101</td>
<td>Administrative Theories and Management</td>
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Second Semester

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### Third Semester

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<td>PAD 301</td>
<td>Public Administration in India</td>
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<td>Indian Administrative System: Practices</td>
<td>CCC</td>
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Dissertation if offered shall be permissible only in IV Semester only to those students who have secured B+ (55%) in third semester.
### Elective Core Courses:

**Specialization Clusters**

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

<table>
<thead>
<tr>
<th>Elective Course Code</th>
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<th>Paper Title</th>
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<td>Politics and Administration : Theoretical Premises</td>
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<td>Panchayati Raj and Rural Local Administration</td>
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**PAD 101: Administrative Theories**

**Unit- I**

Unit- II

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

Core Readings:
1. Pfiffner 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
9. Awasthi Avum Maheshwari: Lok Prashashan
10. Mcgregor: The Human Side Of Enterprise
12. Prabhu Dutt Sharma: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan- Sithant Tatha Vyavahar (Hindi)
14. Awasthi Avum Maheshwari: Prashasnik Sidhant (Hindi)
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
7. William P.Sexton: Organisation Theories
9. John A. Seiler: A System Analysis In Organisation Behaviour
10. Schien: Organisational Psychology
15. Hafri: Modern Organisation Theory
16. Little Field and Rachel: Office and Administrative Management
17. James D. Gallagher: Management Information Systems and the Computer, American Management Association
18. Greenwood: Management and Organisation Behavioural Theories
19. Johnson, Kast and Rosenzwig: The Theory and Management of System
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.

Asstt. Registrar (Acad-I)
University of Rajasthan
Unit- III


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

Subsidiary Readings:

3. Irving Swerdlow (Ed.): Development Administration

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

Unit- III
Core Readings:
1. Finer : Theory And Practice Of Modern Governments (Chapters On Civil Service)
3. O. Glenn Stahl : Public Personnel Administration
4. V.M. Sinha : Personnel Administration
5. Maackenize 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. Katara ; Karmik Prashasan. (Hindi)

Subsidiary Readings:
1. Shriram Maheshwari : Higher Civil Service In France
2. Geoffrey K. Fry : The Changing Civil Service
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


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
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5. Etzioni: A Comparative Analysis of Complex Organisations
7. William P.Sexton: Organisation Theories
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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
PAD 202 - Comparative Administrative Systems

Unit-I


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

Subsidiary Readings:

3. Irving Swedlow (Ed.): Development Administration
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)
3. O. Glenn Stahl: Public Personnel Administration
4. V.M. Sinha: Personnel Administration
5. Maackenize And Grove: Central Administration In Britain (Chapters On Personnel Administration)
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4. Government Of India: Central Pay Commission Reports
5. Gavin Drewry 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 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. Bhamhri: Bureaucracy And Politics In India
6. C.P. Bhamhri: Public Administration In India
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

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 Prashshan
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.


Unit-II


Unit-III


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
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. T.K. Jain Avum Sunil Saxena: Lok Udyog
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
9. P.E.D.: Economic Planning In France
10. Loucks: Comparative Economic Systems
12. Meier: Leading Issues In Development Economics
13. Planning Commission: Various Plans Of India

**PAD 401- Indian Administrative System: Practices and Reforms**

**Unit-I**

**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. Bhambri: Bureaucracy And Politics In India
6. C.P. Bhambri: Public Administration In India
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

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


Unit-II


Unit-III


Performance of Public Enterprises in Indiá and their Impact on Economic Development in India.

Core Readings:

1. S.S. Khera:Management And Control In Public Enterprises
2. A.H. Hanson: Management Problems Of Public Enterprises
3. V.V. Ramanadhan: Control Over Public Enterprises In India
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. T.K. Jain And Sunil Saxena: Lok Udyog
11. Dr. S.K. Katara: 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
9. P.E.D.: Economic Planning In France
10. Loucks: Comparative Economic Systems
12. Meier: Leading Issues In Development Economics
13. Planning Commission: Various Plans Of India

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
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. Prybala (Edited): Comparative Economic System
  5. G.N. Halm: Economic Systems

PAD A02 - Social Administration in India

Unit-I


Unit-II


Unit-III


Readings:

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

Unit-II


Unit-III


Readings:

1. I.P. Massey: Administrative Law
2. C.K. Thakkar: Administrative Law (Eastern Book Co.)
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

PAD A04 - Politics and Administration: Theoretical Premises

Unit-I


Unit-II


Unit-III

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


Unit-II

The Political Framework of Canada: The Formal Executive Crown. Monarchy 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:

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)

7. Robert J. Jackson And Doreen Jackson: Politics In Canada: Culture, Institutions Behaviour And Public Policy, (Prentice Hall, Canada, 1994, 3rd Ed.)


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. Blogett: Comparative Economic System
4. Jan S. Prybla (Edited): Comparative Economic System
5. G.N. Halm: Economic Systems

PAD B02 - Social Welfare Administration

Unit -I

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

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


Readings:

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

Unit-II


Unit-III


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

PAD B04 - Politics and Administration in India

Unit-I
Political System in India: Constitutional Framework, Indicial System, Administrative System and Media

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

Unit-III


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
PAD C01 - Development Administration

Unit-I


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


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. Preeta Joshi. Vikas Prashshan (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


Unit-III

PAD C01 – Development Administration

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. 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. Preeta 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


Unit-III

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:

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. Schusssler: Statistical Reasoning In Sociology
9. Hubert Blalock Jr.: Social Statistics
11. Black & Champion: Social Research
12. Shukla & Trivedi: रिसर्च मैथेमॉटलाजी

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


Core Readings:

1. K.C. Khanna: Management Of Public Sector
2. K.R. Gupta: Organisation And Management
3. Nabooogopal 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

19/8/11

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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


Unit-III


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


Unit-II

The Structure and Pattern of Urban Local Government in UK, USA and France.

Unit-III

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


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
5. Sadiq Ali Committee Report,1964
7. Iqbal Narain And P.C. Mathur:Panchayati Raj-Old Controls And New Challenges
PAD C07 - Labour Welfare Administration

Unit-I


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


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
10. India, Report Of Labour Investigation Committee.
11. Sharma, Sharma & Surana: अभि अधिनियम एवं सामाजिक सुस्था

PAD C08 - Classical Administrative Thinkers

Unit-I

Administrative Ideas Of Kautilaya:

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

Unit-II

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

(A) Henri Fayol

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
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
PAD C10 - Public Policy

Unit-I


Unit-II


Unit-III

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

Core Readings:

PAD C10 - Correctional Administration

Unit-I


Unit-II


Unit-III

Core Readings:

1. Paul Tappan: Contemporary Coirretion, Mcgraw Hill Book Co, New York, Parts I, III, IV & V
3. Paripurananand Verma: Crime Criminal And Convict (Ram Prasad And Sons)agra
4. Hansa Sheth: Juvenile Delinquency In An Indian Setting Popular Book Depot, Lamington Road, Bombay.
5. D. Dressler: Practice And Theory Of Probation Parole

PAD C11 - Public Relations

Unit-I


Unit-II


Unit-III


Books Recommended:

2. Mehta, D.S.: Hand Book Of Public Relations In India
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
9. Marston John, E.: Modern Public Relations
10. Mamtta 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
PAD C12 - Administration of Environment

Unit-I


Unit-II


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 Dispersion Scenario
6. J. Villian: The Nature Of Chemical Hazard: Their Accidental Potencial And Consequences
7. M.V. Pylee: Constitutional Government In India

PAD C13 - Public Office Organisation

Unit- I

Unit- II


Unit- III


Books For Reference:
5. J.A.A.: Work Simplification Method
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 CET - Educational Administration

Unit- I

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

Unit- II

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

Unit- III

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

Books Recommended:
1. Morphet R.L. John & Feller: Educational Administration
2. Mort, P.R.: Principles Of School Administration
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 topics will be studied with particular reference to Rajasthan - Political, Economic and Socio-cultural Ecology of State Administration, Organization of State Secretariat and its working; Cabinet Secretariat; Role of Chief Secretary.

UNIT-II

Centre-State relations legislative financial Administrative; the Directorates and their position in State Administration- Secretariat-Directororate 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.
Books Recommended:

1. Singh, Sharma & Goyal: राजस्थान में राज्य प्रशासन
2. Ravinder Sharma: राज्य प्रशासन
3. Surendra Katria: भारत में राज्य प्रशासन
4. Ramesh Arora & Chaturvedi: भारत में राज्य प्रशासन
5. State Administration: Meena Sogani & 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


UNIT-II

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

UNIT-III


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. Bharia: Tourism in India.
2. A.K. Bharia: Tourism Development.
4. H.D. Devs: 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

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

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 Swedlow:(Ed.):Development Administration In Asia
6. Edward Weidner (Ed.):Public Administration & Technical Assistance
7. Joseph La Palombara (Ed.):Bureaucracy And Political Development
8. Nimrod Raphael: Readings in Comparative Public Administration
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 Panandiker: Personnel System For Development Administration
16. Preeta Joshi: Vikas Prashashan (Hindi)
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


Levels of Measurement Normal Ordinal, Interval and Ratio Scales.

Unit-III


Core Readings:

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
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.
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 Udyog

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

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
PAD D05 - Indian Urban Administration

Unit-I

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.K. Khanna: Municipal Government And Administration
2. R.Argal: Municipal Government In India
3. B.S.F: Local Self Government In America
4. Chapman: An Introduction To French Local Government

PAD D06 - Panchayati Raj and Rural Local Administration

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

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

Unit-III
State Control over Panchayati Raj Institutions. Finances of Panchayati Raj Institutions; State Finance Commission and its Role in Augmenting Panchayati Raj Finances. Emerging trends and Recent
Challenges before Rural Local Administration. The Role of Panchayati Raj Institution in Environment Improvement.

Core Books:

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
5. Sadiq Ali Committee Report, 1964
8. Iqbal Narain And P.C. Mathur: Panchayati Raj-Old Controls And New Challenges
11. Seema Sharma:...
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
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. 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

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.)

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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


Core Readings:

1. Paul Tappan: Contemporary Coirretion, Mcgraw Hill Book Co,New York,Parts I,III, IV & V
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

PAD D11 - Techniques of Public Relations

Unit-I


Unit-II

Unit-III


Books Recommended:

2. Mehta, D.S.: Hand Book Of Public Relations In India
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
9. Marston John, E.: Modern Public Relations
10. Mamta Bhatia: Public Relation Administration
11. Beldev Gupta: Bharat Mein Jansampark
12. Lalchand: Jan Sampark Prashshan
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
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 Dispemon 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


Unit - III


Books For Reference:

5. J.A.A.: Work Simplification Method
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.
Unit- II


Unit- III


Books Recommended:

1. Morphat R.L. John & Feller : Educational Administration
2. Mort, P.R.: Principles Of School Administration
4. N.Wan Kwo, John: Educational Administration
5. Campbell, Renald F. Russel & I Gregg: Administrative Behaviour In Education.
7. Bhatnagar & Verma: Educational Administration
8. Mathur S.S.: Educational Administration
11. Cambell. T: The Social Sciences Views School Administration
12. Frifiths Daniel: E. Administrative Theory
13. Halpin Andrew W.(Ed.): Administrative Theory In Education
14. Griffihths Daniel,F;Research In Educational Administration
15. Griffiths,Daniel (Ed.): Behavioural Science And Educational Administration
16. Lulla,S.P.: Research In Educations Administration
19. Halpin,Andrew W.: Theory And Research In Administration

PAD D15 - Administration of Government of Rajasthan

UNIT-I

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 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 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.
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:

1. A.K Bhatia : Tourism in India.
2. A.K Bhatia : Tourism Development.
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

PAD D17 - Dissertation