

**UNIVERSITY OF RAJASTHAN
JAIPUR**

SYLLABUS

M.A.

Public Administration

Semester Scheme

Ist Semester Exam December 2016

19/12/16

UNIVERSITY OF RAJASTHAN
JAIPUR
19/12/16
19/12

1) Scheme of Examination:

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

2) Course Structure:

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

Abbreviations Used

Course Categorys

CCC: Compulsory Core Course

ECC: Elective Core Course

OEC: Open Elective Course

SC: Supportive Course

SSC: Self Study Core Course

SEM: Scminar

PRJ: Project Work

RP: Research Publication

Contact Hours

L: Lecture

T: Tutorial

P: Practical or Other

S: Self Study

Relative Weights

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

SE: Seasonal Test

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M.A. Public Administration I Sem. (Dec 2016)

Core Compulsory

- PAD 101 Administrative Theories and Management
PAD 102 Comparative Public Administration
PAD 103 Public Personnel Administration

Elective Papers

Select any three out of the following papers

- PAD A 01 Economic Systems
PAD A 02 Administrative Law
PAD A 03 Politics and Administration : Theoretical Premises
PAD A 04 Indian Constitution
PAD A 05 Urban Local Administration

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PAD-101: Administrative Theories and Management

Unit-I

Public Administration as a Social Science: Development of the Discipline of Public Administration: Its Relation to Political Science, Economics, Sociology, Law and Psychology. New Public Administration, Minnowbrook I (1963), II (1998) & III (2008)

Unit- II

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

Unit- III

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

Core Readings:

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

Subsidiary Readings:

1. Chester Barnard: The Functions of the Executive
2. M.P. Follet: Dynamic Administration
3. March and Simon: Organisations
4. Albrow: Bureaucracy
5. Etzioni: A Comparative Analysis of Complex Organisations
6. Gulick and Urwick: Papers on the Science of Administrations
7. William P. Sexton: Organisation Theories
8. William G. Scott: Organisation Theory: A Behavioural Analysis of Management
9. John A. Seiler: A System Analysis In Organisation Behaviour
10. Schien: Organisational Psychology
11. Silverman: The Theory of Organisation
12. Grusky And Miller: The Sociology of Organisation
13. Katz And Kahn: The Social Psychology Of Organisation
14. Argyris: Personality and Organisation
15. Hume: Modern Organisation Theory
16. P. M. Merleau-Ponty: The Philosophy of Language

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17. James D. Gallagher: Management Information Systems and the Computer, American Management Association
18. Greenwood: Management and Organisation Behavioural Theories
19. Johnson, Kast and Rosenzweig: The Theory and Management of System
20. Kast and Others: Organisation and Management: A Systems Approach
21. Hodges, Bialley And Johnson: Management And Organisational Behaviour
22. Reddin: Management Effectiveness
23. Basset: Management Styles In Transition
24. Likert: New Patterns Of Management
25. Andrew M. Brown: Management By Objectives
26. J.W. Humble: Management By Objectives
27. Gerald Caiden: Dynamics Of Public Administration
28. Dr. H.V. Acharya: Public Administration

Journals:

1. Indian Journal of Public Administration, New Delhi.
2. Public Administration Review, U.S.A.
3. Public Administration, London
4. Philippine Journal of Public Administration, Manila
5. Canadian Journal of Public Administration, Ottawa
6. Administrative Change, Jaipur.
7. Lok Prashasan (Hindi), IIPA, New Delhi.

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

PAD 102 - Comparative Public Administration

Unit- I

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

Unit- II

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

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Unit- III

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

Core Readings:

1. William Siffin (Ed.) Towards the Comparative Study of Public Administration
2. Ferrel Heady And Sybil Stokes (Eds.): Papers In Comparative Public Administration (1962),
Articles By Heady, Riggs & Diamant
3. Ferrel Heady : Public Administration : A Comparative Perspective
4. Fred W. Riggs : Administration In Developing Countries
5. H.H. Gerth And C. Wright Mills : Max Weber Essays In Sociology (Portions On
Bureaucracy)
6. Edward Weidner (Ed): Development Administration In Asia.
7. Fred W. Riggs (Ed): Frontiers Of Development Administration
8. Herman Finer: Government Of Greater European Powers
9. Mackenzie And Grove: Central Administration In Britain
10. U.S. Government: Organisation Manual (Latest Edition)
11. Ferguson & Mchenry: The American System Of Govt. (Latest Edition)
12. T.N. Chaturvedi : Tulnatmak Lok Prashashan
13. S.K. Kataria, Tulnatmak Lok Prashatshan (Hindi)

Subsidiary Readings:

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

PAD 103 - Public Personnel Administration

Unit- I

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

Unit- II

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

Unit- III

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

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Core Readings:

1. Finer : Theory And Practice Of Modern Governments (Chapters On Civil Service)
2. E.N. Gladden: British Civil Service-Its Problem And Future.
3. O. Glenn Stahl : Public Personnel Administration
4. V.M. Sinha : Personnel Administration
5. Maackenzie And Grove : Central Administration In Britain (Chapters On Personnel Administration)
6. V.M. Sinha : Karmik Prashashan
7. C.M. Jain : Sevavergiya Prashashan
8. S.K. Kataria ; Karmik Prashasan. (Hindi)

Subsidiary Readings:

1. Shiram Maheshwari : Higher Civil Service In France
2. Geoffrey K. Fry : The Changing Civil Service
3. U.S. Government Manual
4. Government Of India : Central Pay Commission Reports
5. Gavin Drewy And Tony Butcher : The Civil Service Today
6. Government Of France : An Introduction To French Public Administration
7. HMSO : Progress In The Next Steps Initiative

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PAD A01 - Economic Systems

Unit - I

Nature and Role of Economic Systems,

Basic Features of Various Economic Systems

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

Unit - II

Basic Economic Institutions Under

- 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. Pryblá (Edited) - Comparative Economic System
5. G.N. Hahn - Economic Systems

PAD A02 Administrative Law

Unit-I

Public Law and Public Administration - Administrative Law Its Meaning, Nature and Scope - Causes for its Growth - Development of Administrative Law in India

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Unit-II

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

Unit-III

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

Readings

1. 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. Sathie: Administrative Law In India
11. M.P. Jain & S.N. Jain: Principles Of Administrative Law

PAD A03 Politics and Administration: Theoretical Premises

Unit-I

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

Unit-II

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

Unit III

Political and Administrative Development, Public Opinion, Public Movements, Administrative State. Ideas of Michael Crozier, Robert Michels on Bureaucracy

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Core Books:

1. Almond And Coleman: Politics Of Developing Area
2. H.V. Wiseman: Political System: Some Sociological Approaches
3. Almond And Powell: Comparative Politics-A Developmental Approach
4. Eckstein And Apter: Comparative Politics
5. M.J.M. Mackenzie: Politics And Social Science
6. J.C. Charleworth: Contemporary Political Analysis
7. Albrow: Bureaucracy
8. F.W. Riggs: Administration In Developing Countries
9. Ferrel Hearty And Sybil Stocks: Papers On Comparative Public Administration
10. Devkanta Sharma: Kautilya Ke Prashasnik Vichar
11. S.P. Verma: Modern Political Theory (English & Hindi)
12. Lucian W. Pye: Aspects Of Political Development
13. Sabine: History Of Political Thought

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PADA04 - Indian Constitution

Unit- I

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

Unit- II

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

Unit- III

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

Core Readings :

1. M.P. Singh: Constitution Of India
2. D.D. Basu : Constitutional Law Of India
3. D.D. Basu: Constitution Of India
4. Durga Das Basu: Bharat Ka Sanvidhan
5. Austin: Indian Constitution, Corner Stone Of The Nation
6. Pylce: 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

PADA05 - Urban Local Administration

Unit-I

Meaning, Nature and Significance of Local Self Government. Evolution of Urban Local Government. The Process of Urbanisation, Urban Growth and Metropolitanisation, Consequences of these on Urban Environment. Urban Services and Infrastructure. The Significance and Scope of Urban Administration. Role of Urban Local Government in the Management of Urban Environment in the Context of 74th Constitutional Amendment.

Unit-II

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

Unit-III

Municipal Administration in India: the 74th Constitutional Amendment Act 1992. Patterns of Urban Local Bodies: Municipal Corporation, Municipal Council, and Nagar Panchayat, and Panchayat.


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pects 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. Arga: Municipal Government In India
3. Blair: Local Self Government In America
4. Chapman: An Introduction To French Local Government
5. Ashok Sharma: भारत में स्थानीय प्रशासन
6. Pradeep Sachdeva: भारत में स्थानीय सरकार
7. Ravindra Sharma: भारत में स्थानीय प्रशासन

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