UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

M.A.
Public Administration

Semester Scheme

II\textsuperscript{nd} Semester Exam June 2017

\[\text{Dy. Registrar}\
\text{(Academic) University of Rajasthan JAIPUR}\]
M.A. PUBLIC ADMINISTRATION

IInd Semester June-2017

1. Scheme of Examination:
   (1) Each Question paper shall be of three hours duration and of 150 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)

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

Abbreviations Used

Course Categories
CCC: Compulsory Core Course
ECC: Elective Core Course
OEC: Open Elective Course
SC: Supportive Course
SSC: Self Study Core Course
SEM: Seminar
PRJ: Project Work
RP: Research Publication

Contact Hours
L: Lecture
T: Tutorial
P: Practical or Other
S: Self Study

Relative Weights
IA: Internal Assessment / Attendance / Classroom Participation / O. T. / Home Assignment etc.
ST: Sectional Test
M.A. Public Administration II Sem. (June 17)

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

Elective Papers
Select any three out of the following papers
PAD B 01 Economic Systems and Administration
PAD B 02 Indian Administrative Law
PAD B 03 Politics and Administration in India
PAD B 04 Indian Constitution and State
PAD B 05 Indian Urban Administration

Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR
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. Pfifner 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. Awashit Avum Maheshwari: Lok Prashashan
10. Mcgregor: The Human Side Of Enterprise
12. Prabhu Dutt Sharma: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan- Sathant 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. Hafre: Modern Organisation Theory
16. Little Field and Rachel: Office and Administrative Management
17. James D. Gallagher: Management Information Systems and the Computer, American Management Association
18. Greenwood: Management and Organisation Behavioural Theories
19. Johnson, Kast and Rosenzwieg: 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 Gauen: 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 : Tulnatamak Lok Prashashan
13. S.K. Kataria, Tulnatamak Lok Prashashan (Hindi)

Subsidiary Readings:

3. Irving Swerdlik : IV : 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. Maackenzie And Grove: Central Administration In Britain (Chapters On Personnel Administration)
6. V.M. Sinha: Karmik Prashashan
7. C.M. Jain: Sevavergiya Prashashan
8. S.K. Kataria: Karmik Prashasan. (Hindi)

**Subsidiary Readings:**

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

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. Blodgett: Comparative Economic System
4. Jan S. Prybala (Edited): Comparative Economic System
5. G.N. Halm: Economic Systems
PAD B02 Indian Administrative Law

Unit-I

Constitutional Foundations of Administrative Law.

1. Rule of Law - Dickson Concept & Interpretation: Modern View of the Rule of Law

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 B03: 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 B 04 - 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 05 - Indian Urban Administration

Unit-I


Unit-II


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.S. Khanna: Municipal Government and Administration
2. K. Jargal: Municipal Government In India
3. Bahl: Local Self Government In America
4. Chapman: An Introduction To French Local Government