UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

M.A.
Public Administration

Semester Scheme

Ist Semester Exam December 2016
**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)

**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/Quiz/Home Assignment etc.
SF: Seasonal Test
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
Unit I


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. Tetel 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 Sidhanth (Hindi)
17. S.K. Kataria.

Subsidiary Readings:

1. Chester Ramard: The Functions of the Executive
2. M.P. Follet: Dynamic Administration
3. March and Simon: Organisations
4. Albro: 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
14. At the: Personality and Organisation
15. Hare: Modern Organisation Theory
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


Unit- II

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

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

Core Readings:

1. William Sillen (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: Tulnatinak Lok Prashashan
13. S.K. Kataria, Tulnatinak Lok Prashatshan (Hindi)

Subsidiary Readings:

3. Irving Swedlow (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
Meaning and Principles of Recruitment, Promotion, Classification Training, Conduct Rules, Salary, Disciplinary Action, Code of Conduct, Political Right and Retirement Benefit.
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: Karnik Prashashan
7. C.M. Jain: Sevavergiya Prashashan
8. S.K. Kataria: Karnik 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 A01 - Economic Systems

Unit I

Nature and Role of Economic System;
Basic Features of Various Economic Systems:
   a. Capitalistic;
   b. Socialist;
   c. Mixed Economy;

Unit II

Basic Economic Institutions Under:
   d. Capitalistic;
   e. Socialist;
   f. Mixed Economy;

Unit III

Relationship between Eco. System and Administration Under:
   a. Capitalistic;
   b. Socialist;
   c. Mixed Economy;

References:
1. Loucks & Whitney - Comparative Economic Systems
2. Allen Gruhl - Comparative Economic Systems
3. Blodgett - Comparative Economic System
4. Jan S. Pryhil (Edited) - Comparative Economic System
5. G.N. Halin - Economic Systems

PAD A02 - Administrative Law

Unit I


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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. Hassamani: Some Problems of Administrative Law in India.
9. M. C. T. Kajri: Indian Administrative Law
10. S. P. Saebe: Administrative Law in India

PAD A03: Politics and Administration: Theoretical Premises

Unit I


Unit II


Unit III

1. Almond And Coleman: Politics Of Developing Area
2. H.V. Wieman: Political Systems: Some Sociological Approaches
3. Almond And Powell: Comparative Politics: A Developmental Approach
4. Eckstein And Aptek: Comparative Politics
5. M.J.M. Mackenzie: Politics And Social Science
6. T.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: Kantilya 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
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


Core Readings:

1. M.P. Singh: Constitution of India
2. D.D. Basu: Constitutional Law of India
4. Durga Das Basu: Bharat Ka Sanvidhan
5. A. V. S. 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. E. V. Rao: Parliamentary Democracy in India
12. M. P. Ray: Bhartiya Sanvidhan

PADA05 - Urban Local Administration

Unit-I


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, Vo, Mandal Corporations, Municipal Council and Nagar Panchayats, etc.
Cost of Urban Administration, Composition, Structure, Functions and the Executive System; 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. Brown 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