



University of Rajasthan

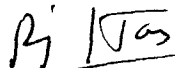

Jaipur

SYLLABUS

M.A. Public Administration

(Semester Scheme)

I & II Semester - 2023-24


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Scheme of Examination for M.A. (Public Administration)

Each Question paper shall be of three hours duration and of 100 marks. Each question paper shall consist three parts.

Part – I – Shall carry 20 marks and shall consist of 10 compulsory questions of 2 marks each to be answered in max. 50 words.

Part – II - Shall carry 20 marks and shall consist of 4 compulsory questions of 5 marks each to be answered in 100 words.

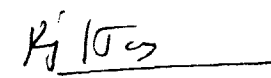
Part – III - This part of the question paper shall carry 60 marks. This part shall divided into 3 sections each consist of 2 essay type question of 20 marks each. Candidate will be required to attempt one question from each unit and 3 questions in all.

Course Structure:-

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

Course Category:-

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


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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

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M.A (Public Administration) is a two year programme consisting of four semesters with twelve compulsory core courses (CCC) and twelve Elective Core Course (ECC) with six credits for each course. The syllabus for all the courses is given below.

Total Courses	12 Compulsory Core Courses (CCC)
	12 Elective Core Courses (ECC)
Total Credits	144 Credits (24X6 = 144)

Scheme of Examination:- 100 marks in each course in semester grade point average (SGPA) (Through continuous Assessment consist of Internal Assessment (Sessional Test). 100 marks in each course in end of semester examination (EoSE).

The candidate has to secure a semester grade point average (SGPA) of 1.5(25%) in the continuous assessment with minimum requirement of 75% attendance in each course after that the candidate is eligible for EoSE.

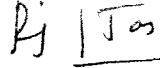
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M.A. Public Administration

(Semester Scheme)

M.A. First Semester

S.No.	Subject Code	Course Title	Course Category	Credits
Compulsory Core Courses (All are Compulsory)				
1.	PAD – 101	Introduction to Public Administration	CCC	6
2.	PAD – 102	Comparative Public Administration	CCC	6
3.	PAD – 103	Public Personnel Administration	CCC	6
Elective Core Courses (Select any three)				
4.	PAD – A01	Research Methodology	ECC	6
5.	PAD – A02	Administrative Law and Governance	ECC	6
6.	PAD – A03	Politics and Administration	ECC	6
7.	PAD – A04	Urban Governance	ECC	6


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Semester - I

PAD- 101

INTRODUCTION TO PUBLIC ADMINISTRATION

Objective: Public Administration has an important role to govern the society. It forms the bridge between the rulers and the ruled. The main objective of this paper is to introduce the basics of administration and transformations took place in this discipline. It stresses upon to understand the growth and emerging issues of this subject. Reader would be able to analyse the evolution, fundamental concepts and further developments of the discipline.

UNIT I

Public Administration: Meaning, Nature, Scope and Importance. Evolution of the Discipline: Politics-Administration Dichotomy to Present Status. Public Administration: Science or an Art. Public Administration Relationship with other Social Sciences- Economics, Sociology, Law & Political Science. State Vs Market Debate

Unit II

Organization- Meaning and Bases of Formation. Formal and Informal Organization- Meaning & Features. Hierarchy, Unity of Command, Span of Control, Delegation, Centralization and Decentralization, Co-Ordination, Supervision, Line, Staff & Auxiliary Agencies.

Unit III

New Public Administration (Minnowbrook I, II, & III), Public Choice Theory, Critical Theory, New Public Management, Post NPM Thought & New Public Service. Globalization and Public Administration. Status of Public Administration during Post Modernism Period.

Suggested Readings:

- Henry Nicholas, *Public Administration and Public Affairs*, New Delhi: Prentice Hall, 2013.
- Denhardt Janet.V & Denhardt Robert.B (eds), *The New Public Service: Serving, Not Steering*, New York: M.E. Sharpe, 2007.
- Denhardt Janet.V & Denhardt Robert.B, *Public Administration: An Action Orientation*, Wadsworth, 2008.

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- Naidu S.P, *Public Administration: Concepts and Theories*, New Delhi: New Age International, 2015.
- Avasthi.A & Maheshwari.S, *Public Administration*, Agra: Lakshminarain Agarwal, 2012.
- O'Leary, Rosemary etal (eds), *The Future of Public Administration around the World: The Minnowbrook Perspective*. D.C: George Town University Press.
- Sharma.M.P, Sadhana B.L & Kaur Harpreet, *Public Administration in Theory and Practice*, Allahabad: Kitab Mahal, 2010.
- Sharma M.P, Sadhana B.L & Kaur Harpreet, *Lok Prashasan: Siddhanth Evam Vyavahar*, Allahabad: Kitab Mahal, 2010.
- Avasthi.A & Maheshwari.S, *Lok Prashasan*, Agra: Lakshminarain Agarwal, 2017.
- Shafritz, J.M., Russell, E.W. & Borick, P. Christopher., *Introducing Public Administration*, Routledge, 2012.
- Rosenbloom, H. David. & Kravchuk, S. Robert., *Public Administration*, McGraw Hill, 2004.

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PAD- 102

COMPARATIVE PUBLIC ADMINISTRATION

Objective: Comparative studies came after the World War II, and it occupied prominent place in public administration discipline. This paper will give comparative study of cross-national settings and makes to understand the mechanisms of different administrative systems. Students will be able to analyse the basics, theoretical aspects and administrative dynamics in various nations.

Unit I

Comparative Public Administration: Meaning, Nature, Scope, Evolution, Characteristics and Significance. Environment of Administration: Social, Political, Economic and Cultural. Public Administration and Environment- Relationship and Challenges. Critique of Comparative Public Administration.

Unit II

Approaches: Institutional & Neo-Institutional, Systems, Ecological & Behavioural. Contribution of F.W.Riggs: Structural –Functional Approach, Fused- Prismatic – Diffracted Models. Theory of Prismatic Society (Sala Model, Bazar Canteen and Prismatic Society Revisited) and Development Models. Relevance of Riggs Comparative Approach in Present Context. Administration of Development and Administrative Development: Concept, Issues and Challenges.

Unit III

Administrative Systems: Salient Features of Administrative Systems of UK, USA France, China & Switzerland. British Treasury and Cabinet, Executive Office of President of USA, Independent Regulatory Commissions in USA, France's Conseil d' Etat & Ombudsman in Sweden. Civil services in UK, USA, France & Switzerland and their comparison with Indian Civil Services

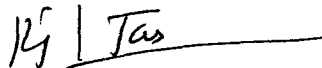

Suggested Readings:

- Ali Farazmand, *Handbook of Comparative and Development Public Administration*, New York: Marcel Dekker, 2001.
- Raphaeli.N, *Readings in Comparative Public Administration*, Boston, Massachusetts: Allyn & Bacon, 1967.

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- Riggs F.W, *The Ecology of administration*. Bloomington: Indiana University, 1970.
- Waldo D, *Comparative Public Administration Prologue, Performance and Problems*. IJPA, 24(3), 177-216, 1963.
- Heady F, *Public Administration: A Comparative Perspective* (6th ed), New York: CRS, 2001.
- Kataria Surender, *Tulnatmak Lok Prashasan*, Jaipur: RBSA Publishers, 2001.
- Chaturvedi T.N, *Tulnatmak Lok Prashasan*, Jaipur: College Book Depot, 1994.
- Arora, Ramesh K., *Comparative Public Administration*, New Delhi: Associated Publishing House, 2003.


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PAD- 103

Public Personnel Administration

Objective: Personnel form the core of administrative system and they act as the bridge between the ruler and the ruled. This paper introduces the types of bureaucracy and their role in democratic system. It also discusses about the classification of services and the major issues related to Indian civil services. Reader will gain the ability to assess the role of Personnel Administration.

Unit I

Public Personnel Administration- Meaning, Nature, Scope, Evolution, and Significance. Concept of Meritocracy. Bureaucracy- Meaning, Concept, Evolution and Features. Types of Bureaucracy with reference to Morstein Marx & Merle Fainsod. Role of Bureaucracy in Administrative Setup.

Unit II

Types of Classification-Rank and Position. Civil Services in India- Constitutional Provisions. Classification, Recruitment, Training and Institutes, Salary System, Code of Conduct and Disciplinary Action (All India Services & Central Services). UPSC and SSC- Composition, Powers and Functions.

Unit III

Major Issues: Generalist and Specialist Controversy, Ethics and Accountability in Civil Services, Neutrality and Anonymity. Political Rights and Right to Strike of Civil Servants in India. Recent Trends in Indian Civil Services. Lateral Entry in Civil Services.

Selected Readings:

- Maheshwari S.R., *Public Administration in India: The Higher Civil Service*, New Delhi: OUP, 2005.
- Arora Ramesh K. & Goyal Rajni, *Indian Public Administration: Institutions and Issues*, New Delhi: New Age International, 2013.
- Goel S L., *Public Personnel Administration*, New Delhi: Deep & Deep Publishers, 2004.

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- O'Stahl Glenn, *Public Personnel Administration.*, New York: Harper and Row Publishers, 1983.
- Hays and Kearney R C., *Public Personal Administration: Problems and Prospects*, New Jersey: Prentice Hall, Englewood Cliffs, 2003.
- Jain C M., *Public Personnel Administration*, Jaipur: College Book Depot, 2003.
- Chaturvedi C L., *Manav Sansadhan Prabhandan*, New Delhi: Mahavir Book Depot, 2014.

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PAD-A01
RESEARCH METHODOLOGY

Objective: Research paves way for problem solving in quest for scholar's knowledge. The progress of a discipline depends upon the research done in different areas of the subject by the academicians. This course is intended to expose the introductory concepts along with qualitative and quantitative research. The reader will be able to understand the theoretical and practical aspects in research.

Unit I

Social Research: Meaning, Nature, Types and Objectives. Method and Methodology. Role of Research Methodology in Social Science with Special Reference to Public Administration. Objectivity in Social Science Research. Relationship between Theory and Fact. Role of Qualitative Methods in Public Administration.

Unit II

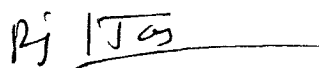
Concept- Epistemology, Objectivism, Positivism & Anti Positivism. Scientific Method- Concept, Various Stages and Features. Theory building in Public Administration. Basic Elements of Scientific Method, Deductive and Inductive Method. Logic of Scientific Enquiry.

Unit III

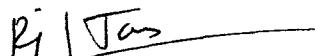

Research Design: Meaning, Types & Identification of Research Problem, Variables-Meaning & Types. Hypothesis- Meaning, Types, Importance and Sources. Difficulties in Formulation & Testing of Hypothesis. Qualities of a Workable Hypothesis.

Suggested Readings:

- Bryman Alan, *Social Research Methods*, New Delhi: Oxford University Press, 2012.
- Chawla Deepak and Neena Sondhi, *Research Methodology- Concepts and Cases*, New Delhi: Vikas Publishing, 2011.
- Babbie Earl, *The Practice of Social Research*, Belmont (US): Thomson, 2007.


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- Goode William J. and Paul Hatt K., *Methods in Social Research*. USA: McGraw Hill Book Company, 2006.
- Kothari CR. & Garg Gaurav, *Research Methodology- Methods and Techniques*, New Delhi: New Age, 2014.
- McNabb David E., *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*. New York: M.E.Sharpe, 2013.
- Miller Gerald J. & Kaifeng Yang, *Handbook of Research Methods in Public Administration*, CRC Press, 2007.
- Kerlinger Fred N., *Foundations of Behavioural Research*, New Delhi: S Chand, 2000.


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PAD – A02

ADMINISTRATIVE LAW AND GOVERNANCE

Objective: Administrative Law is the law related to administration. Enhanced public policies have given enormous powers in the hands of administration. In their enthusiasm to enforce strict laws, sometimes administration may fringe public liberties. Mechanism has been devised to control the administrative abuse of power. This course will bring some insight to the students about the basics of Administrative Law and its concepts.

Unit I

Administrative Law: Meaning, Nature and Scope. Causes for its Growth and Sources of Administrative Law. Relation between- Law & Public Administration, Constitutional Law and Administrative Law. Rule of Law, Doctrine of Separation of Powers, Principles of Checks and Balances & Principles of Natural Justice.

Unit II

Evolution of Administrative Law in France. Conseil d'Etat- Composition, Powers and Functions. Court of Cassation in France- Composition and Functions. Administrative Action- Meaning and Classification. Delegated Legislation- Meaning, Types, Causes for its Growth, Advantages and Disadvantages. Concept of Sub Delegation.

Unit III

Administrative Adjudication-Meaning, Scope and Causes for its Growth. Review of Administrative Acts and Redressal of Grievances – Vigilance and Control. Administrative Tribunals (With Reference to Rajasthan Civil Services Appellate Tribunal)- Meaning, Composition and Features. National Green Tribunal – Organization, Powers, Functions and its Importance.

Suggested Readings

- Aradhe Alok and GP Singh, *Principles of Administrative Law*, New Delhi: LexisNexis, 2013.

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- Cane Peter, *Administrative Law*, New York: Oxford University Press, 2011.
- Friedmans, *Administrative Law*, Harcourt Professional Publishing, 2010.
- McGarry John, *Constitutional and Administrative Law*, London: Routledge, 2013.
- Kesari UP D., *Administrative Law*, Allahabad: Central Law Publications, 2016.
- Kesari UP D., *Prashashnikvidhi*, Allahabad: Central Law Publications, 2016.
- Joshi KC., *Prashashnikvidhi*, Lucknow: Eastern Book Company, 2012.
- Basu DD. , *Administrative Law*, New Delhi: Prentice Hall of India Pvt. Ltd. 1986.
- Craig PP, *Administrative Law*, 5th ed, London: Thomson, 2003.
- Sathe SP, *Administrative Law*, 7th ed, London: LexisNexis, 2010.

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PAD – A03
POLITICS AND ADMINISTRATION

Objective: Contemporary politics plays a vital role in the politico-dynamics of a state. Being largest democratic state, Indian politics attracts the interests of both theorists and its citizens. The paper discusses about the theoretical underpinnings of politics, its components and applicative aspects. The reader will understand the politico dynamics in general and in particular to Indian context.

Unit I:

Political System- Meaning, Approaches to the Study of Political System (Structural-Functional, Systems & Institutional) & Features. Ideas of Kautilya, Lucian Pye, Harold Laski on Political and Administrative Systems. Models- David Easton & Almond on Political System.

Unit II:

Administrative System- Meaning & Features. Relationship between Political and Administrative Systems. Political Parties: Meaning, Types, Party System in India, Recognition of National and State Parties. Pressure Groups & Interest Groups: Meaning and their Role in Political System. Administrative State & Political Development- Meaning, Nature and Significance.

Unit III:

Coalition Government- Definition & Types of Coalition. Political Movements, Electoral System, Electoral Reforms after 1991, Representation of People Act & Anti- defection law. National Integration: Meaning, Necessity, Factors Influencing the National Integration and National Integration Council. Public Movements- Meaning, Forms and Impact of Contemporary Movements.

Suggested Readings:

- Lucian W. Pye, *Aspects of Political Development*, New Delhi: Amerind Pub. Co. Pvt. Ltd, 1966.
- Almond Gabriel A. & Coleman James S., *The Politics of the Developing Areas*. Princeton: Princeton University Press, 1960.
- Brecht, *Political Theory: The Foundations of Twentieth Century Political Thought*, Princeton: Princeton University Press, 1959.

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- Kettl Donald F., *Politics of the Administrative Process*, New Delhi: Sage Publications, 2017.
- Mathur Kuldeep, *Public Policy and Politics in India: How Institutions Matter*, Oxford India, 2013.
- Varma, S.P., *Modern Political Theory*, Vikas Publishing House, 1975.
- McCormick, John., *Comparative Politics in Transition*, Wadsworth, 2003.
- Johari, J.C., *Comparative Politics*, Sterling Publishers, 2008.

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PAD – A04
URBAN GOVERNANCE

Objective: Urbanisation became an important area of study with the emergence of globalization. Its role in development of a nation is vital in the present context. Nations will ignore the urban interests only at its peril. This Paper introduces the historical perspectives, provisions in the constitution and the administrative apparatus involved in the system.

Unit I

Local Self Government: Meaning, Nature & Significance. Urban Governance- Meaning, Evolution, Urban Growth and Urban Services. Urbanisation- Process, Trends, Urban Policies, Environment Management and Strategies. Urbanisation: Challenges and Remedies. Smart Cities Mission in India. Urban Poverty and Housing. Institutional Arrangement for Poverty Alleviation

Unit II

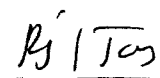
Legislation: Features and Significance of 74th Constitutional Amendment Act. Structure and Pattern of Urban Local Government in India- Municipal Corporation, Municipal Council & Municipality. Metropolitan Government, Development Authorities. Salient Features of Local Government in UK, USA & France.

Unit III

Personnel System of Urban Government: Recruitment, Promotion & Training in India. Relationship between Official & Non-Officials. State Control over Urban Local Bodies- Necessity, Methods & Significance. Municipal Finance Management, Municipal Revenue & State Finance Commission. Problems in Urban Governance- Committee System, Utility & Effectiveness. Community Participation in Civic Services and Accountability.

Suggested Readings:

- Aziz Abdul (ed). (1996), *Decentralised Governance in Asian Countries*, Sage, New Delhi.
- Devas Nick (2004), *Urban Governance Voice and Poverty in the Developing World*, Routledge.
- Maheshwari, S.R.(2003), *Local Government in India*, Agra: Lakshmi Narain.


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- Sivaramakrishnan K.C., et.al. (1993), *Urbanisation in India: Basic Services and People's Participation*, New Delhi: ISS.
- Baud, Isa SA, J De Wit (2009), *New Forms of Urban Governance in India: Shifts, Models, Networks and Contestations*, New Delhi: Sage.
- Sachdeva, P
- radeep (2000), *Urban Local Government and Administration in India*, New Delhi: Kitab Mahal.
- Singh. Hoshiar and Khan.Zia-U-Din, *Leadership in Municipal Government*, Jaipur: RBSA.

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M.A. Public Administration

(Semester Scheme)

M.A. Second Semester

S.No.	Subject Code	Course Title	Course Category	Credits
Compulsory Core Courses (All are Compulsory)				
1.	PAD – 201	Introduction to Indian Constitution	CCC	6
2.	PAD – 202	Economic Policy and Financial Administration	CCC	6
3.	PAD – 203	Human Resource Management	CCC	6
Elective Core Courses (Select any three)				
4.	PAD – B01	Research Methods and Techniques	ECC	6
5.	PAD – B02	Rural Local Administration	ECC	6
6.	PAD – B03	Development Administration	ECC	6
7.	PAD – B04	Social Work and Welfare Administration	ECC	6

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Semester - II

PAD- 201

INTRODUCTION TO THE INDIAN CONSTITUTION

Objective: Constitution forms the base to understand the nature and law of a nation. The main objective of this Interdisciplinary paper is to introduce the historical underpinnings of formulation and significant features of Indian Constitution. It gives in depth knowledge of basic provisions of the sacred document and helps the reader to strengthen his/her understanding about the constitution.

Unit I

Constitutional Development (With Special Reference to 1773, 1858, 1909, 1919, & 1935 Acts). Framing of Indian Constitution by Constituent Assembly. Preamble, Basic Structure and Salient Features of Constitution. Formation of States and Union Territories after Independence. National Integration- Meaning and Challenges.

Unit II

Schedules of Indian Constitution. Unitary and Federal Features of Constitution. Citizenship (Constitutional Provisions, Acquisition, Loss of Citizenship and Overseas Indian Citizenship), Fundamental Rights, Directive Principles of State Policy and Fundamental Duties. Constitutional Amendment Process.

Unit III

Legislature: Lok Sabha and Rajya Sabha- Composition, Powers Functions and Relationship. Legislative Assembly and Legislative Council- Composition, Powers, Functions and Relationship.

Judiciary: Supreme Court and High Court- Organisation and Powers. Judicial Activism, Judicial Accountability, Public Interest Litigation and Judicial Review- Meaning, Scope and Importance. Judicial Appointment Mechanism.

Suggested Readings:

- Austin Granville, *The Indian Constitution: Corner Stone of a Nation*, New Delhi: Oxford University Press, 1966.

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- Austin Granville, *Working a Democratic Constitution*. New Delhi: Oxford University Press, 1999.
- Babel Basantilal, *Bharath Ka Samvidhan*, Allahabad: Central Law Publications, 2016.
- Basu D.D, *Introduction to the Constitution of India*, New Delhi: Wadhwa and Company, 2000.
- Basu D.D, *Bharath Ka Samvidhan- Ek Parichay*, New Delhi: Lexis-Nexis, 2003.
- Pylee M.V, *An Introduction to the Constitution of India*, New Delhi: Vikas, 2009.
- *The Constitution of India*, Government of India, 2009.

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PAD- 202

Economic Policy and Financial Administration

Objective: Finance plays crucial role in administration and all undertakings revolve around this. Economic policies forms crux of fiscal development of a nation. This paper introduces the conceptual underpinnings of financial administration in India, formulation and enactment of budget. It highlights the governing bodies of Public enterprises and its forms in India. Reader may be able to understand the fiscal dynamics in Indian context.

Unit I

Economic Policy- Meaning, Scope & Importance. Role of Government in Economic Development. History of Planning in India. Significance of Economic Planning in India. Impact of Five Year Plans in Economic Development. Causes for Growing Importance of Economic Planning in the Present Context. Industrial Policy Resolution-1948, 1956, 1978,1991 & Post Liberalised Era reforms

Unit II

Fiscal and Monetary Policy in India- Issues and Objectives. Budget- Meaning, Purpose and Significance. Principles of Budget. Types of Budget- Line Item Budget, Performance Budget, PPBS, ZBB, Top-Down Budget and Sunset Budget. Budgetary Process in India- Formulation, Enactment and Execution.

Unit III

Centre-State Financial Relationship in India. Parliamentary Control- Public Accounts Committee, Estimates Committee, Committee on Public Undertakings & Parliamentary Standing Committees. Comptroller and Auditor General of India. Niti Ayog- Composition, Functions and Role. Economic Advisory Council- Composition and Functions.

Selected Readings:

- Brigham Eugene F, *Financial Management: Theory and Practice*, New Delhi: Cengage Learning India, 2011.
- Sarapa A., *Public Finance in India*, New Delhi: Kanishka Publishers, 2004.
- Sharma Manjusha & Bohra OP., *Bharatiya Lok Vitta Prashashan*, New Delhi: Ravi Books, 2005.
- Goel S L., *Public Financial Administration in India*, New Delhi: Deep & Deep Publications, 2004.
- Sundaram & Dutt, *Indian Economy*, New Delhi: S.Chand &Co., 2004.

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- Official Website of Government of India Niti Ayog. www.niti.gov.in.
- Mathur B L., *Economic Policy and Administration*, Jaipur: RBSA, 2007.

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PAD- 203
Human Resource Management

Objective: The paper introduces the reader to the basics of Human Resource Management, which forms the foundations of the organization. It highlights the contextual percepts of human management, recruitment, training and appraisal. Reader will be able to assess the practices of human resource management in an organization.

Unit I

Human Resource Management- Meaning, Evolution, Concept, Scope and Significance. Differences between Human Resource Management and Personnel Management. Strategic Human Resource Management- Concept of Strategy, Application, Features and Approaches.

Unit II

Human Resource Management Practices- Human Resource Planning, Recruitment, Promotion, Training and Employee Benefits, & Performance Appraisal. Incentive Management- Material and Non-Material Incentives. Challenges to Human Resource Management.

Unit III:

Employee Capacity Building Strategies, Employee- Employer Relations, Employee Health and Safety. Role of Employee Associations. Total Quality Management – Concept, Advantages, Awareness and Challenges in its Implementation.

Selected Readings:

- Armstrong Micheal, *A Handbook of Human Resource Management Practice*, London: Kongan Page, 2007.
- Tyson Shaun, *Essentials of Human Resource Management*, Burlington: Elsevier, 2006.
- Goel S L. & Rajneesh Shalini, *Public Personnel Administration*, New Delhi: Deep & Deep, 2003.
- Maheshwari S.R., *Public Administration in India: The Higher Civil Service*, New Delhi: Oxford University Press, 2005.


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- Government of India, *Second ARC Tenth Report: Refurbishing of Personnel Administration, 2008.*
- Chaturvedi C L., *Manav Sansadhan Prabhandan*, New Delhi: Mahavir Book Depot, 2014.

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PAD – B01
RESEARCH METHODS AND TECHNIQUES

Objective: Research Methods and Techniques will explain the different research methods practiced while conducting a social science research in general and particular in public administration. The course intends to provide objective understanding in selecting the appropriate method for problem solving. Reader will be able to understand the process of data analysis, report writing and ethics to be practiced in research.

Unit I

Data Collection: Primary & Secondary Sources. Criteria for Selecting Appropriate Method for Data Collection. Methods- Focus Group Discussion, Case Study Method, Questionnaire & Interview. Observation – Participant Observation and Non-Participant Observation. Sampling- Meaning, Types, Importance, Techniques & Scales of Measurement.

Unit II

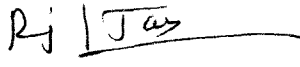

Data Processing- Editing and Coding of Data. Classification- Meaning, Types and Importance. Tabulation- Meaning, Features, Types and its Importance in Public Administration. Central Tendency- Meaning and Importance. Measures of Central Tendency- Mean, Median and Mode.

Unit III

Analysis of Data- Importance of Statistical Methods. Interpretation of Data- Meaning, Techniques and Precautions. Use of Computers in Social Science Research. Report Writing: Layout, Types, Qualities and Steps in Report Writing. Research Ethics.

Suggested Readings:

- Bryman Alan, *Social Research Methods*, New Delhi: Oxford University Press, 2012.
- Chawla Deepak and Neena Sondhi, *Research Methodology- Concepts and Cases*, New Delhi: Vikas Publishing, 2011.
- Babbie Earl, *The Practice of Social Research*, Belmont (US): Thomson, 2007.


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- Goode William J. and Paul Hatt K., *Methods in Social Research*. USA: McGraw Hill Book Company, 2006.
- Kothari CR. & Garg Gaurav, *Research Methodology- Methods and Techniques*, New Delhi: New Age, 2014.
- McNabb David E., *Research Methods in Public Administration and Nonprofit Management: Quantitative and Qualitative Approaches*. New York: M.E.Sharpe, 2013.
- Miller Gerald J. & Kaifeng Yang, *Handbook of Research Methods in Public Administration*, CRC Press, 2007.
- Kerlinger Fred N., *Foundations of Behavioural Research*, New Delhi: S Chand, 2000.

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PAD – B02
RURAL LOCAL ADMINISTRATION

Objective: Democratic decentralization is reflected through the rural local bodies at the grass root levels. This paper introduces the concept of rural local administration, evolution, provisions in the constitution and functions of administrative bodies associated with. Reader will be able to analyse the structural and administrative aspects at grass root level.

Unit I

Democracy, Development and Decentralisation. Local Governance-Meaning, Nature, Scope and Significance. Evolution of Rural Local Government in India. Concept of Democratic Decentralisation. Features and Significance of 73rd Constitutional Amendment Act. Panchayati Raj in Rajasthan & Rajasthan Panchayati Raj Act 1994. Rural Development and Panchayati Raj.

Unit II


Organization, Structure, Powers and Functions of Zila Parishad, Panchayat Samiti & Gram Panchayat. Gram Sabha- Necessity, Powers & Significance. Powers & Functions- Zila Pramukh, Pradhan and Sarpanch. Role of DRDA & NGO's in Rural Development. Swarnjayanti Gram Swarozgar Yojana (SGSY), Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) & National Rural Livelihood Mission (NRLM). Rural Credit and Cooperatives, Self Help Groups (SHG) & Land Reforms.

Unit III

Personnel System in Rural Local Government- Recruitment, Promotion & Training. Role of Chief Executive Officer (CEO), Block Development Officer (BDO) & Panchayat Secretary. Relationship between Officials and Non-Officials. Financial Resources of Rural Local Bodies State Finance Commission. & Social Audit. Emerging Trends in Panchayati Raj Institutions. Rural Elite and Social Change. National Institute of Rural Development (NIRD) & Indira Gandhi Panchayati Raj and Gramin Vikas Sansthan.

Suggested Readings:

- Singh, Hoshiar (1995), *Administration of Rural Development in India*, New Delhi: Sterling Publishers.
- Aslam. M (2007), *Panchayati Raj in India*, New Delhi: National Book Trust.


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- Singh, Katar (2008), *Rural Development: Principles, Policies and Management*, New Delhi: Sage.
- Kumar, Girish (2006), *Local Democracy in India: Interpreting Decentralisation*, New Delhi: Sage.
- Palanithurai.G and Ramesh.R (2011), *Globalization and Rural Development*, New Delhi: Jain books.
- Singh, Surat and Singh, Mohinder (ed., 2006), *Rural Development Administration in 21st Century: A Multi Dimensional Study*, New Delhi: Deep & Deep.
- Sharma, Ashok, *Bharath Mein Sthaniya Prashashan*, Jaipur: RBSA.
- Singh, Rathor.Girwar and Sharma.Seema (2017), *Gramin Sthaniya Prashasan Evam Gramin Vikas*, Jaipur: Panchasheel Prakashan.

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PAD – B03
DEVELOPMENT ADMINISTRATION

Objective: Public Policies have great impact in the country like India. Policies were formulated to bring socio-economical changes in the society. The course intends to understand the transformation of development administration in India. It highlights the theories, bureaucratic role and policies initiated for welfare. The purpose of this course is to make the student to understand the Development Administration in Indian context.

Unit I

Democracy & Development, Inclusive Development, Affirmative action and Development. Development Administration- Meaning, Nature, Scope, and Significance. Evolution of Development Administration in India since Independence to present day. Challenges Faced by Development Administration in the 21st Century. Goals of Development and Role of Planning in Development. Human Development Index (HDI) - Goals, Millenium Development Goals (MDG) & Sustainable Development Goals (SDG).

Unit II

Traditional Administration & Development Administration –Differences. Approaches to Development Administration- Ecological, Institution-Building & People Centric. Role of Panchayati Raj Institutions in Development Administration. Problems and Emerging Patterns in Panchayati Raj for Development. Equity and Inclusion, Anti Development, Impact of Liberalisation, Sustainable Development, Problems of Migration and Human Trafficking, Public Participation.



Unit III

Community Development Programme (CDP), International Aid & Technical Cooperation- International Monetary Fund (IMF) & World Trade Organization (WTO), Special Economic Zone (SEZ) and Self Help Group's (SHG). Role of Bureaucracy in Plan Formulation and Voluntary Agencies (NGO, Co-operatives, Civil Society Institutions) in Development. Development Policies- National Food Security Programme, Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), Make in India & JAN DHAN Yojana. Challenges to Development Administration in Globalisation Era.

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Selected Readings:

- Bhattacharya Mohit, *Social Theory and Development Administration*, New Delhi: Jawahar, 2006.
- Sapru RK, *Development Administration*, New Delhi: Sterling, 2012.
- Dwivedi O P., *Development Administration*, London: Macmillan, 1994.
- Bhattacharya Mohit, *Development Administration*, New Delhi: Jawahar, 2001.
- Riggs F.W., *Frontiers of Development Administration*, Durham: Duke University Press, 1970.
- Waldo D., *Temporal Dimension of Development Administration*, Durham: Duke University Press, 1970.
- Pai Panadikar, V.A, *Development Administration in India*, New Delhi: Macmillan, 1974.
- Joshi Preeta, *Vikas Prashashan*, Jaipur: RBSA, 1991.
- Mahajan Anupama Puri, *Development Administration in India*, New Delhi: Sage, 2019.
- Sapru RK & Sapru Y, *Development Administration: Trend Towards Development Management*, New Delhi: Sterling, 2021.


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PAD – B04

SOCIAL WORK AND WELFARE ADMINISTRATION

Objective: State took the onus of changing socio-economic status of its citizens through social legislations. The enactments have an impact in reorganizing and establishing an egalitarian society. Legislations will provide an opportunity for advancement in social change. This paper aims to cover the theoretical aspects of social work and welfare administration, institutions associated and legislations enacted for development and progress.

Unit I


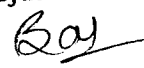
Social Work: Meaning, Objectives, Historical Development and Functions. Concepts of Social Work: Social Reform, Social Service, Social Security & Social Justice. Theories of Social Work: Ecological Systems, Psychodynamic, Social Learning and Anti Oppressive Social Work. Social Work as Profession: Philosophy and Code of Ethics. Role of Social Work Professionals in Welfare Administration.

Unit II

Social Administration & Social Welfare: Meaning, Scope, Principles and Significance. Constitutional Provisions of Social Justice and Empowerment. Welfare State: Concept and Philosophy. Relation between Social Welfare and Social Policy. Approaches to Welfare: Charity Based, Need Based and Human Rights Based. Problem of Social Exclusion and Marginalisation. Social Advocacy and Social Action.

Unit III

Perspectives on Society and Development: Indological, Subaltern, Marxist and Gender. Organization & Functions- Ministry of Social Justice and Empowerment & Ministry of Women and Child Development. Social Legislations In India- Protection Of Women From Domestic Violence Act-2005 & Juvenile Justice (Care And Protection Of Children) Act, 2015. Social Movements and its Relevance in the Society: Anti Corruption, Gender, LGBTQ and Environment.


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Suggested Readings

- Dubois, Bendra. & Miley, K.K., *Social Work: An Empowering Profession*, Allyn & Bacon: Boston, 1992.
- Friedlander, W.A., *Concepts and Methods of Social Work*, New Delhi, Prentice Hall, 1964.
- Roy, S. (Ed), *Social Work Education: Indigenous Perspectives*. Sage Publication, 2020.
- Chandra Shraddha, *Social Welfare Administration in India*. Lulu Press, North Carolina, 2017.
- Jain R.K. & Goel S.K., *Social Welfare Administration*, New Delhi: Deep & Deep Publications, 2002.
- Sachdeva D.R., *Social Welfare Administration in India*, New Delhi: Kitab Mahal, 2018.
- Pandey Tejaskar & Pandey Baleshwar, *Samaj Kalyan Prashashan*, London: Routledge, 2018.
- Sachdeva, D.R., *Bharath Mein Samaj Kalyan Prashashan*, New Delhi: Kitab Mahal, 2015.
- Kataria. Surendra, *Samajik Prashashan*, Jaipur: RBSA Publishers, 2002

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