UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

M. A. PUBLIC ADMINISTRATION

(Semester Scheme)

I & II Semester Examination 2019-2020
III & IV Semester Examination 2020-2021

Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR
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
EC: Elective Core Course
OEC: Open Elective Course
SC: Supportive Course
SSC: Self Study Core Course

SEM: Seminar
PR: Project Work
RP: Research Publication

Contact Hours

L: Lecture
T: Tutorial
P: Practical on Others
S: Self Study

Relative Weight:

1. Internal Assessment (Attendance/Classroom Participation Quiz/Home Assignment, etc)
2. Sessional Test
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 II


Unit III

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

Core Readings:

1. Pfiffer and Prentus: Public Administration
2. Simon, Smithburg & Thompson: Public Administration
3. Felix A Nigeo: Modern Public Administration
4. Kurt Kempter and Mills: Management Thinkers
5. Terry: Principles of Management
9. Awasthi Avum Maheshwari: Lok Prashashan
10. McGregor: The Human Side Of Enterprise
12. Prabhu Dutta Sharma: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan- Sthani Tatha Vyavahar (Hindi)
14. Awasthi Avum Maheshwari: Prashashnik Sthani (Hindi)
17. S.K. Kataria

Subsidiary Readings:

1. Chester Barnard: The Functions of the Executive
2. M.H. Foiler: Dynamic Administration
3. March and Simon: Organisations
4. Arrow: Bureaucracy
5. Dizain: A Comparative Analysis of Complex Organisations
7. William P. Seaton: Organisation Theories
9. John A. Seiler: A System Analysis In Organisation Behaviour
10. Schein: Organisational Psychology
14. Lowery: Bureaucracy and Organisation
15. Weber: Organisation Theory
PAD 102 - Comparative Public Administration

Unit- I


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

Subsidiary Readings:

3. Irving Sverdlow (Ed.): Development Administration

PAD 103 - Public Personnel Administration

Unit- I

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. Filer: Theory And Practice Of Modern Governments (Chapters On Civil Service)
2. J. 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. Jan: Sevavergiya Prashashan
8. S. K. Kataria: Karmik Prashasan (Hindi)

Subsidiary Readings:
1. SharanMaheshwari: 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

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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. Socialist
c. Mixed Economies

Unit II

Basic Economic Institutions Under
a. Capitalistic
b. Socialist
c. Mixed Economies

Unit III

Relationship between Eco System and Administration Under
a. Capitalistic
b. Socialist
c. Mixed Economies

References
1. Tombs & Whitney Comparative Economic Systems
2. Allen Ginkel Comparative Economic Systems
3. Blodgett Comparative Economic System
4. Jan S. Prabh (Edited) Comparative Economic System
5. G.N. Halin Economic Systems

PAD A02 - Administrative Law

Unit I

Public Law and Public Administration Administrative Law Meaning, Nature and Scope Concept

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Unit II

Administrative Law in France: Composition, Powers, and Role of the Council of State (1801) - 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. J.P. Massey, Administrative Law
2. C.K. Thakkar, Administrative Law (Eastern Book Co.)
3. William Wade, Public Law in Britain and India (S.M. Trilatha & Co.), Bombay
4. Philip J. Cooper, Public Law and Public Administration
5. E. H. H. A. 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.J. Kagzi, Indian Administrative Law
10. S.P. Salthe, Indian 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 Kant, Jay, Pye, and Herland, Laski, Woodrow Wilson as Political and Administrative System.

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

Michael Gunnoe, Robert Merkoski, Baran, et al.

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Core Books:

1. Almond And Coleman: Politics Of Developing Area
2. H.V. Wieman: 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
10. Devkant 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

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. Durge Basu: Bharat Ka Sanvidhan
5. Atman: Indian Constitution, Corner Stone Of The Nation
6. Pylee: Constitutional Government In India
7. Miss 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

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 Local Self-Government, Role of Municipal Corporations, Municipal Councils, and Nagar Paluchars.

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Core Readings:

1. P L Khanna Municipal Government And Administration
2. F Argal Municipal Government In India
3. Plaut 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
M.A. PUBLIC ADMINISTRATION
IInd Semester

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Contact Hours
L: Lecture
T: Total
P: Practical or Other
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IA: Internal Assessment (Attendance/Classroom Participation/Quiz/Assignments etc.)
ST: Sessional Test

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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 Administration
PAD B 05 Indian Urban Administration
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. 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

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12. Prabhu Dutt Sharma: Lok Prashashan (Hindi)
13. Mahadev Prasad Sharma: Lok Prashashan: Sthetand Tatva Vyanahan (Hindi)
14. Awasthi Avum Maheshwari: Prashasnik Sdhant (Hindi)
17. S.K. Kataria.

Subsidiary Readings:

1. Chester Barnard: The Functions of the Executive
2. M.P. Foket: 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. Hafer: 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 Rosenzweig: The Theory and Management of System
21. Hodges, Brilley 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 Caden: 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 Prashashan (Hindi)

Subsidiary Readings:

1. Max Weber Theory of Social And Economic Organisation, Edited By Parsons and Henderson
3. Irving Seidman (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. Main-kenzie And Grove: Central Administration In Britain (Chapters On Personnel Administration)
6. V.M. Sinha: Karmik Prashashan
7. C.M. Jain: Sevavargiya Prashashan
8. S.K. Kataria: Karmik Prashasan. (Hindi)

Subsidiary Readings:

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

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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. Prybila (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

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[Signature]
PAD B03- Politics and Administration in India

Unit-I
Political System in India: Constitutional Framework, Indical 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: Kautiya Ke Prashasnik Vichar
11. S.P. Verma Modern Political Theory English & Hindi
12. Lucian W. Pye: Aspects Of Political Development
PAD B04 - 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


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. Pyle: 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

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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.K. Khanna: Municipal Government And Administration
2. Rejagai: Municipal Government In India
3. Ehrif: Local Self Government In America
4. Chapman: An Introduction To French Local Government

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JAIPUR
M.A. PUBLIC ADMINISTRATION
UNIVERSITY OF RAJASTHAN
III SEMESTER

Core Compulsory
PAD 301  Public Administration in India
PAD 302  Economic Policy and Administration
PAD 303  Public Policy

Elective Papers
Select any three out of the following papers
PAD C 01  Development Administration
PAD C 02  Research Methodology
PAD C 03  Rural Local Administration
PAD C 04  Classical Administrative thinkers
PAD C 05  Educational Administration
PAD C 06  State Administration in India
PAD C 07  Social Administration in India

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23
M.A. III Semester
Compulsory Papers

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. Bhambhri: Bureaucracy And Politics In India
6. C.P. Bhambhri: 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. H.C. Sharma, Bharat Mein Lok Prashashan
6. S.R. Maheshwari: State Governments In India.
7. Janak Singh Meena, Lok Seva Guarantee Kanoon, Rajasthan Hindi Granth Academy, Jaipur

Journals:

1. Indian Journal Of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Journal Of The Constitutional And Parliamentary Studies (New Delhi)
4. Lok Prashasan, Bhopal (M.P.)
5. Rajya Shastra Samiksha
6. The Administrator (Mussoorie)

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PAD 302: Economic Policy And Administration

Unit-I


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 Udhyog
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. Louckees: Comparative Economic Systems
12. Meier: Leading Issues In Development Economics
13. Planning Commission: Various Plans Of India

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PAD 303 : 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:

7. Sangeeta Sharma, Preeta Joshi & Janak Singh Meena, Lok Niti: Siddhant evam Vyavhar, Kitab Mahal, New Delhi
8. S.N. Ambedkar & Janak Singh Meena, Public Policy & Governance in India, Ajay, Jaipur
Elective Papers

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 Swedlow (Ed.): Development Administration In Asia
6. Edward Weidner (Ed.): Public Administration & Technical Assistance
7. Joseph La Palombara (Ed.): Bureaucracy And Political Development
8. Nimord Raphaeli: 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 Panandikar: Personnel System For Development Administration
16. Preeta Joshi: Vikas Prashasan (Hindi)
Journals:

1. Indian Journal Of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Administrative Science Quarterly (USA)
4. Political Science Review (Vietnam)
5. Europa Year Book Vol-I & Vol-II.
6. Chinese Journal Of Public Administration
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


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. Schusessler: Statistical Reasoning In Sociology
9. Hubert Blalock Jr.: Social Statistics
11. Black & Champion: Social Research

Subsidiary Readings:

1. Weinberg And Schumaker: Statistics-An Intuitive-Approach
2. Anderson And Zeldith: A Basic Course In Statistics
3. Dennis J. Palumbo: Statistics In Political And Behavioural Science
4. S. Milne: Concepts And Models In 'Public Administration'
5. R.S. Atthriya: Ten Case Studies In Research And Development
6. Abraham Kaplan: The Conduct Of Inquiry
PAD C03 : 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:

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

Subsidiary Readings:

1. S.C. Dube: India's Changing Villages
2. Pai Panandikar: Personnel System In Development Administration
3. Madick: Development, Decentralization And Democracy
5. Janak Singh Meena, Bharat Main Grameen Vikas Prashasan, RBSA, Jaipur

Journals:

1. Indian Journal Of Public Administration, N.Delhi
2. Kurkshetra, N.Delhi
3. Kurushetra, New Delhi
4. Rajasthan Vikas, Jaipur
5. Rajya Shastra Samiksha
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. Tiest, Kempner And Mills: 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

Subsidiary Readings:

1. Nicolos P. Mouzelis: Organization And Bureaucracy
2. Fermont E. East And James E. Rosenzwieg: Organization And Management
3. James March And Herbert Simon: Organization
5. William G. Scott: Organization Theory: A Behavioural Analysis
6. Billy Hodge And Herbert Johnson: Management Or Organization Behaviour
7. Riggs: The Ecology Of Public Administration
8. Riggs: Thailand: Modernisation Of Bureaucratic Polity
PAD C05: Educational Administration

Unit-I

Concept of Educational Administrative: 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
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. Frithiss Daniel: E. Administrative Theory
13. Halpin Andrew W.(Ed.):Administrative Theory In Education
14. Griffiths Daniel,F.:Research In Educational Administration
15. Griffiths,Daniel (Ed.):Behavioural Science And Educational Administration
16. Lulla,S.P.:Research in Educations Administration
19. Haplin,Andrew W.:Theory And Research In Administration
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-Directorate 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.
PAD C07: Social Administration in India

Unit -I


Unit -II


Unit -III


Readings:

3. G.B. Sharma: Social Administration In India.
5. Janak Singh Meena, Bharat Main Samajik Prashasan, Rajasthan Hindi Granth Academy, Jaipur.

Reference Books:


Journals:

13. Political Science Review.
M.A. PUBLIC ADMINISTRATION:
UNIVERSITY OF RAJASTHAN
IV SEMESTER

Core Compulsory
PAD 401  Indian Administrative System: Practices and Reforms
PAD 402  Economic Planning and Administration
PAD 403  Public Analysis

Elective Papers
Select any three out of the following papers:
PAD D 01  Development Administration in India
PAD D 02  Research techniques and Statistics
PAD D 03  Panchayati Raj and Rural Local Administration
PAD D 04  Modern Administrative Thinkers
PAD D 05  Educational Administration in India
PAD D 06  Administration of Government of Rajasthan
PAD D 07  Social Welfare Administration
PAD D 08  Dissertation

Dissertation if offered shall be permissible only in IV Semester
only to those students who have secured B+ (55%) marks in third
Semester

[Signature]
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(Academic)
University of Rajasthan
JAIPUR
IV Semester

Compulsory Papers

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 Ist 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. Bambhri: 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
13. P.D. Sharma & B.M. Sharma: Indian Administration
PAD 402 : Economic Planning and Administration

Unit-I


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. Hugens: Economic Development
8. A.H. Hanson: The Process Of Planning
10. T.K. Jain Avum Sunil Saxena: Lok Udhyog
11. Dr. N.K. Kataria: आर्थिक नीति और प्रशासन
12. Prof. B.C. Mathur: आर्थिक नीति और प्रशासन

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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. Louisek: Comparative Economic Systems
12. Meier: Leading Issues In Development Economics
13. Planning Commission: Various Plans Of India
PAD 403: Policy Analysis

Unit-I


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:

7. Sangeeta Sharma, Preeta Joshi & Janak Singh Meena, Lok Niti: Siddhant evam Vyavhar, Kitab Mahal, New Delhi
8. S N Ambedkar & Janak Singh Meena, Public Policy & Governance in India, ABD,Jaipur
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 Swerdlov (Ed.): Development Administration In Asia
6. Edward Weidner (Ed.): Public Administration & Technical Assistance
7. Joseph La Palombara (Ed.): Bureaucracy And Political Development
8. Nimord Raphaeli: 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 Panandikar: Personnel System For Development Administration
16. Preceta Joshi: Vikas Prashashan (Hindi)

Journals:

1. Indian Journal Of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Administrative Science Quarterly (USA)
4. Political Science Review (Vietnam)
5. Europa Year Book Vol-I & Vol-II.
6. Chinese Journal Of Public Administration
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


Unit-III

Measures of Central Tendency; Quartiles. Measures of Dispersion; Range, Semi-Inter Quartile Range, Mean Deviation, Standard Deviation, Coefficient of Variation. Skewness, Coefficient of Correlation-Pearson and Rank. Report Preparing,

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

Subsidiary Readings:

1. Weinberg And Schumaker: Statistics-An Intuitive-Approach
2. Anderson And Zeldith: A Basic Course In Statistics
3. Dennis J.Palumbo: Statistics In Political And Behavioural Science
4. S.Milne: Concepts And Models In 'Public Administration'
5. R S. Atthriya: Ten Case Studies In Research And Development
6. Abraham Kaplan: The Conduct Of Inquiry
PAD D03 : 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


Core Books:

1. B.S. Khanna: Panchayati 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
8. Iqbal Narain And P.C. Mathur: Panchayati Raj- Old Controls And New Challenges
11. Seema Sharma: ग्रामीण स्वातंत्र्य प्रशासन

Subsidiary Readings:

1. S.C. Dube: India's Changing Villages
2. Pai Panandikar: Personnel System In Development Administration
3. Madick: Development, Decentralization And Democracy
5. Janak Singh Meena, Bharat Main Grameen Vikas Prashasan, RBSA, Jaipur

Journals:

1. Indian Journal Of Public Administration, N.Delhi
2. Kurukshetra, N.Delhi
3. Kurushetra, New Delhi
4. Rajasthan Vikas, Jaipur
5. Rajya Shastra Samiksha
PAD D04: 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. Tisel, 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 D05 : 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. Morphet 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. Frithiss Daniel, E. Administrative Theory
13. Halpin Andrew W. (Ed.): Administrative Theory In Education
14. Griffiths Daniel, E. Research In Educational Administration
15. Griffiths, Daniel (Ed.): Behavioural Science And Educational Administration
16. Lula, S.P. Research In Educations Administration
18. Mukherji, S.M. Administration Of Education Planning & Finance
19. Halpin, Andrew W.: Theory And Research In Administration
20. Chandrakant,L. S., Educational Administration-What It Means?
21. Simon, Hebrely A. Administrative Behaviour

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PAD D06 : 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.
PAD D07: 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:

1. David C. Marsh: An Introduction To Social Work
3. G.B. Sharma: Social Administration In India
4. T.N. Chaturvedi And Chandra Kohli (Eds.): Social Administration: Development And Change
5. Janak Singh Meena, Bharat Main Samajik Prashasan, Rajasthan Hindi Granth Academy, Jaipur

Reference Books:

6. India, Encyclopaedia Of Social Work
7. American Social Work Year Book
9. C.R. White: Public Welfare Administration

Journals:

11. Indian Journal Of Social Work
12. Indian Journal Of Public Administration
13. Political Science Review
14. Social Welfare