



**UNIVERSITY OF RAJASTHAN
JAIPUR**

SYLLABUS

M. Phil. in Public Administration

(Semester Scheme)

Examination 2019-2020

Raj / Tav
Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR

LA

Paper - V Human Resource Management & Personnel Administration

80 Marks

1. **Human Resource Management : Concept, Meaning, Nature, Scope & Significance**
2. **Human Resource Environment : Meaning, Importance, Types- Internal and External Environment.**
3. **Job Analysis : Meaning, Benefits of Job analysis, Process, Techniques of Job Analysis, Job design- Meaning, Approaches, Methods, Job rotation, Job enlargement & Job enrichment.**
4. **Personnel Administration : Meaning, Nature, Scope & Significance
Difference between HRM and Personnel Management.**
5. **Recruitment and Training : Meaning, Importance, Types, Methods & Process.**

Books Recommended

1. Aswathappa K. Human Resource and Personnel Management, Tata Mc Graw Hill, New Delhi
2. Gupta C. B. "Human Resource Management", Sultan Chand and Sons, New Delhi
3. V.S.P. Rao, "Human Resource Management- Text and Cases" Excel Publications, New Delhi.
4. Bhatia S.K. & Singh Nirmal, "Principles and Techniques of Personnel Management and Human Resource Management" Deep & Deep Publications, New Delhi.
5. Garry Dessler " Human Resource Management" Prentice Hall of India, New Delhi.

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1. **Public Policy : Concept, Meaning, Nature, Scope & Significance, Type of Policies .**
2. **Models of Policy : Institutional Model, Process, Rationale, Incremental, Group, Elite, Public Choice Model and Game Theory.**
3. **Policy Process : Policy Formulation, Implementation, Monitoring and evaluation.**
4. **Policy Making & Organs of Govt. : Role of Legislature, Executive & Judiciary.**
5. **Public Policy in India : Public Health Policy, Education Policy, Environment Policy.**

Books Recommended

1. Charles O. Jones : An Introduction to the Study of Public Administration Policy, Books Case Pub. Co., Monterey California (3 Rd Ed.)
2. Fred M. Froheck: Public Policy: Scope & Logic, Prentice Hall, London, 1979
3. Thomas R. Dye: Understanding Public Policy, Prentice Hall, London, 1979
4. E. Jacole Charles: Policy and Bureaucracy, D. Van Nostranad Co., 1970
5. Pradeep Sahni : Public Policy Conceptual Dimension, Allahabad: Kitab Mahal, 1987
6. James F. Anderson: Public Policy Making , New York; Preaget, 1979

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Paper - VII : Indian Administration

1. **Constitutional Provisions & Indian Administrative System :**
Administrative Culture & Social Change in India.
2. **Public Services in India :** Indian Bureaucracy & Parliamentary Democracy,
Role of Public Services in Socio- Economic Development, Problems of Public
Servants : Specialist V/s Generalist, Commitment and Neutrality.
3. **Regulatory Administration :** Regulatory and revenue Administration,
Revenue Board : Organisation & Functions, Machinery for collection of land
Revenue.
4. **Development Administration :** Various Programmes and Approaches to
Rural Development with special reference to MANERG and CAD. Role of
Collector in Development Administration.
5. **Indian Administration : A Futuristic Perspective.**

Books Recommended

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
7. **A.R.C. Reports** On Citizens Grievances Machinery, Personnel Administration, Planning
Machinery, Etc.
8. **Pannabhai 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.
14. **S.K. Kataria:** Bhartiya Prashashan (Hindi).

Paper - VIII : Dissertation

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