



University of Rajasthan Jaipur

SYLLABUS

M.A. Public Administration

Annual Scheme

M.A. (Previous) Examination	2024
M.A. (Final) Examination	2025

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University of Rajasthan
Jaipur
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SCHEME OF EXAMINATION

(Annual Scheme)

Each theory Paper's 3 Hrs Duration and 100 Marks

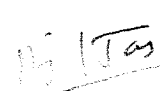

Dissertation/Thesis/Survey Report/Field Work, if any.

1. The number of papers and the maximum marks for each paper/ practical shall be shown in the syllabus for the subject concerned. It will be necessary for a candidate to pass in the theory part as well as in practical part (wherever prescribed) of a subject/paper separately.
2. A candidate for a pass at each of the previous and the final examinations shall be required to obtain.
 - (i) Atleast 36% marks in aggregate of all the papers prescribed for the examination and
 - (ii) Atleast 36 % marks in practical(s) wherever prescribed at the examination, Provided that if a candidate, fails to secure atleast 25% marks in each individual paper at the examination and also in the dissertation/Survey report/Field work, wherever prescribed, be shall be deemed to have failed at the examination notwithstanding his having obtained the minimum percentage of marks required in the aggregate for that examination. No division will be awarded at the previous and the final examination. Division shall be awarded at the end of the final examination on the combined marks obtained at the previous and the final examination taken together, as noted below.

First Division	60%	}	of the aggregate marks taken together of the previous and the final examinations
Second Division	48%		

All the rest will be declared to have passed the examination.

3. If a candidate clears any paper(s) practical(s) Dissertation(s) prescribed at the previous and/or final examination after a continuous period of three years. Then for the purpose of working out his division the minimum pass marks only viz. 25% (36% in the case of practical) shall be taken into account in respect of such paper(s)/practical(s)-Dissertation are cleared after the expiry of the aforesaid


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period of the three year; provided that in case where a candidate required more than 25% marks in order to reach the minimum aggregate as many marks out of those actually secured by him will be taken into account as would enable him to make up the deficiency in the requisite minimum aggregate.

4. The Thesis/Dissertation/Survey Report/Field Work shall be type-written and submitted in triplicate so as to reach the office of the Registrar at least 3 weeks before the commencement of the theory examination. Only such candidate shall be permitted to offer Dissertation/Field Work/Survey Report/Thesis (if provided in the scheme of examination) in lieu of a paper as have secured at least 55% marks in the aggregate of all the papers prescribed for the previous examination in the case of annual scheme irrespective of the number of papers in which a candidate actually appeared at the examination.

Non-collegiate candidate are not eligible to offer dissertation as per provision of Q – 170 – A.

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M.A. Previous Examination**Compulsory Paper**

- Paper - I - Introduction to Public Administration
Paper - II - Comparative Public Administration
Paper - III - Public Personnel Administration

Optional Papers - Group A - Any one out of the following

- Paper - IV - Politics and Administration
Paper - V - Administrative Law and Governance
Paper - VI - Social Welfare Administration

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Compulsory Paper – M.A Previous

Paper - I - Introduction to Public Administration

Duration: 3 Hrs

Marks: 100

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.

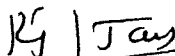
Note: The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

UNIT I

Public Administration: Meaning, Nature, Scope and Importance; Evolution of the Discipline of Public Administration; Politics-Administration Dichotomy to present status; Approaches to the Study of Public Administration - Classical, Behavioural, Human Relations, System and Structural-Functional; Public Administration Science or an Art; Public Administration relationship with other Social Sciences – Economics, Sociology, Law & Political Science. Public and Private Administration: Similarities and Dissimilarities.

UNIT II

Organisation: Meaning and Bases of Formation; Formal and Informal Organization -Meaning and Features; Hierarchy, Unity of command, Span of Control, Delegation, Centralization and Decentralization, Co-ordination, Supervision, Chief Executive- Concept, Types and Importance, Line, Staff and Auxiliary Agencies.


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UNIT III

Administrative Behaviour: Decision making (H.Simon), Authority and Responsibility, Leadership, Participative Management, Group Dynamics, Modern Aids to Management Automation, Cybernetics, PERT, CPM. New Public Administration, New Public Management, Post NPM Thoughts & New Public Service, LPG and its Impact on Public Administration.

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.
- 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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Compulsory Paper – M.A Previous

Paper – II - 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.

Note: The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

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

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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.
- 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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Compulsory Paper – M.A Previous

Paper – III - 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.

Note: The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

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.

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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.
- 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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Optional Papers – M.A Previous

Paper – IV – 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.

Note: The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

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.

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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.
- 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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Optional Papers – M.A Previous

Paper – V - 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.

Note: The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

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, Principle 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.

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Suggested Readings

- Aradhe Alok and GP Singh, *Principles of Administrative Law*, New Delhi: LexisNexis, 2013.
- 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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Optional Papers – M.A Previous

Paper – VI – Social 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 welfare administration, institutions associated and legislations enacted for social welfare.

Note: The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Unit I

Social Administration: Meaning, Scope, Principles and Significance. Constitutional Provisions of Social Justice and Empowerment. Social Welfare-Meaning, Concept, and Significance. Welfare State: Concept and Philosophy. Relation between Social Welfare and Social Policy. Need for Social Policy.

Unit II

Organization & Functions- Ministry of Social Justice and Empowerment, Ministry of Women and Child Development, National Commission for Women & Central Social Welfare Board. Social Legislations In India- Protection Of Women From Domestic Violence Act-2005 & Juvenile Justice (Care And Protection of Children) Act, 2015. Shortcomings of Social Legislations & Suggestions. Role of Civil Society, NGO's and Voluntary Organisations in Social Legislations and welfare.

Unit III

Composition and Functions- National Commission for SC's, ST's, & BC's. Social Administration in Rajasthan (Composition and Functions) - Department of Social Justice and Empowerment, Directorate of Social Welfare & State Social Welfare Advisory Board. Initiatives in Rajasthan- Bhamashah Yojna, Rajasthan Sampark and Jan Soochna Portal.

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Suggested Readings

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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M.A. FINAL

COMPULSORY PAPERS :

Paper IV. Public Administration in India

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Historical Background of Indian administration with special reference to influence of British period. Salient features of Indian administration.

The Union executive - President, P.M. and Council of Ministers.

The Organisation & Working of the Central Secretariat and the Cabinet Secretariat. Ministry of Home Affairs and Ministry of Personnel Pension and Public Grievances.

Section 'B'

The Major forms of Public sector Enterprises - Department, Corporation and company.

Personnel administration - Classification of Indian Civil Services. Recruitment and Training of All India Services.

Financial Administration - Role of Ministry of Finance - Budget Formulation. Enactment and Execution. Comptroller and Auditor General of India.

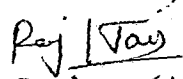
Section 'C'

Control over Administration—Parliamentary, Executive and judicial - Addressal of citizens' Grievances.

Administrative Reforms with special reference to Administrative Reforms Commission and Sarkaria 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. 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. Parmatma Sharan : Public Administration in India
9. Avasthi & Avasthi : Public Administration in India


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- 10 पी. डी. शर्मा : भारतीय प्रशासन
- 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. एच. सी. शर्मा, भारत में लोक प्रशासन
- 6. S.R. Maheshwari : State Governments in India

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. राज्य शास्त्र समीक्षा
- 6. The Administrator (Mussoorie)

Paper V : Economic Policy and Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Salient features of Developing Economics. The Role of Government in Economic Development. Nature and reasons of growing importance of Economic planning in under developed regions of the world with particular reference to India.

- (a) The growth of the planning Idea. *Neti Aayog*
- (b) Machinery for Planning :
- (c) Process of Plan formulation and implementation.

(d) A brief survey of India's five year plans. A account of their achievements and failures.

Section 'B'

Planning in Rajasthan with special reference to planning Machinery and planning process. at Micro & Macro level. Planning process in the context of Democratic Decentralisation.

Impact of Planning on the Eco-Development in Rajasthan. Administration, Problems related to implementation of plan.

Section 'C'

Brief analysis of Industrial policy resolutions and new Eco Policy resolution.

Principle forms of Organisation of Public Enterprises (Lead.)
Departments, Statutory corporation and joint stock companies, public sector corporation.

Name, Composition, composition and problems of governing boards

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Administrative problems relating to recruitment. Training and Industrial relations in Public enterprises. Administrative problems related to resources mobilisation disinvestment and privatization, parliamentary and Ministerial control over public enterprises, Role of C.A.G. in financial control of Public enterprises.

Performance of Public enterprises in India and their impact on Economic Development in India.

Core Readings :

1. S.S. Khera : Management and Control in Public enterprises
2. A.H. Hanson : Management Problems of Public Enterprises
3. V.V. Ramanandhan : Control over Public Enterprises in India
4. Administrative Reforms COMMISSION : Report on Public Sector Undertaking.
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
9. Administrative Reforms Commission Report on Planning
10. टी.के. जैन एवं सुनील सक्सेना : लोक उद्योग

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 Avam Prashasan
4. K.R. Gupta : Issues in Public Enterprise
5. T.Ramaswami : Public Enterprise in India
6. K.K. Khanna : Management of Public Sector
7. K.R. Gupta : Organization and Management
8. Pierre Bauchet : Economic Planning : The French Experience
9. P.E.D. : Economic Planning in France.
10. Loucks : Comparative Economic Systems
11. W. Arthur Lewis : The Theory of Economic Planning
12. Meier : Leading Issues in Development Economics
13. Planning Commission : Various Plans of India
14. Report on District Planning : Gujrat State.

Paper I (Gr. B) : Development Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Development Administration : Meaning, nature, Scope, Significance, Ecology of Development Administration. Political, Economic, Social and Cultural Influences on Development Administration and the impact of administrative system on political, economic, social, cultural and technological change. Examples to be given from India, China and Nepal.

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Syllabus M.A. Public Administration

Section 'B'

Features of the administrative systems in China, Nepal and Philippines with specific reference to :

- (A) Role of Bureaucracy in Economic Development.
- (B) Role of Bureaucracy in Social Change.

Section 'C'

Sustainable Development, Environment and Development. Administration of Development Plans, Programmes and Projects. Responsive Administration. People's Participation in Development Process. This section will focus on the Indian experience.

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 Swerdlow (ed.) : Development Administration in Asia
6. Edward Weidner (ed.) : Public Administration & Technical Assistance
7. Joseph La Palombara (ed.) : Bureaucracy and Political Development
8. Nimrod Raphaeli : Readings in comparative Public Administration
9. Fred Riggs : Thailand : Modernization of Bureaucratic Polity
10. William Siffin : Thai Bureaucracy
11. R.S. Chauhan : The Political Development of Nepal
12. Gunnar 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. प्रीता जोशी : विकास प्रशासन

Journals :

1. Indian Journal of Public Administration (New Delhi)
2. Administrative Change (Jaipur)
3. Administrative Science Quarterly (USA)
4. Political Science Review (Vietnam)
5. Europe Review (Vietnam)
6. Chinese Journal of Public Administration

Paper II (Gr. B) : Research Methodology and Statistics in Public Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Research Methods : Subject and object of Methodology Task and Role of Research methodology in social sciences with special emphasis on Public Administration.

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The Scientific Method : Meaning and Definition of scientific methods; Basic elements of scientific method deductive and inductive method.

Relationship of theory and fact—Theory building in Public Administration. Concept law, theory and hypothesis their definitions and relationship.

Section 'B'

Nature of Scientific Social study :

The Research Design : Definition of the problem and formulation of working hypothesis : Methods of collecting data : Use of Historical Data Methods of field Observation; Questionnaires and Schedules; Types and Techniques of Interviewing; Data Processing Classification, Tabulation Presentation, Content Analysis; Report Preparing, Case study method—its role and significance in Public Administration.

Section 'C'

Elementary Statistical Techniques :

Problems of Measurement in Social Research; Levels of Measurement; Normal, Ordinal, Interval and Ratio Scales, Nature and Definition of Statistics; Meaning of the Statistical Units; Variables; Frequency Distribution; 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.

Sampling—Random, Stratified, Multi-Stage, Systematic, Cluster, Convenience, Judgement and Quota Sampling.

Core Readings :

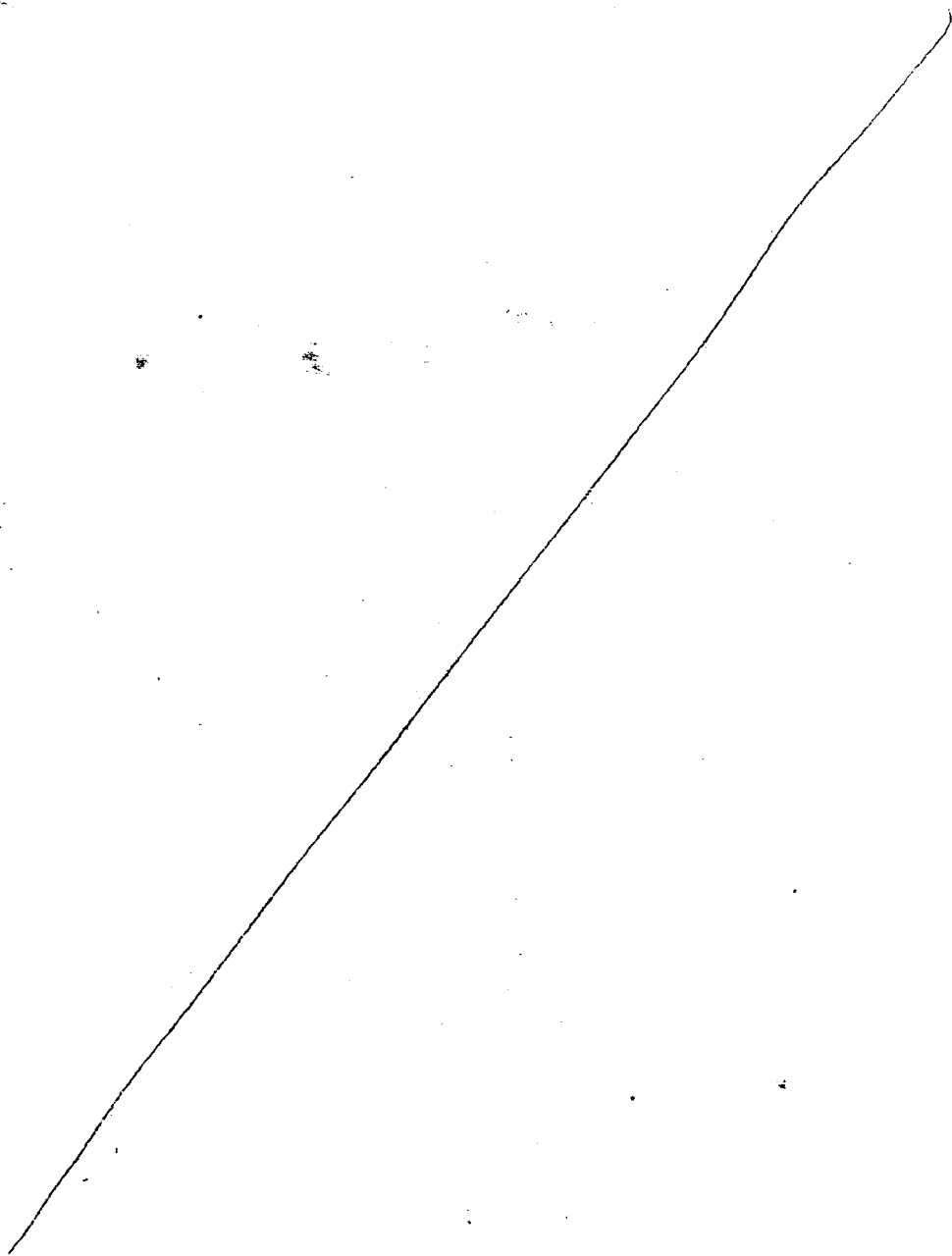
1. F.A. Kerlinger : The Foundations of Behavioural Research
2. Pauline V. Young : Scientific Social Surveys and Research (4th Edn.)
3. W.J. Goode & Paul H. Hatt : Methods in social Research
4. Moser & Kalton : Survey methods in Social Investigation
5. Bernard S. Philips : Social research, Strategy and Tactics
6. Croxton and Cowden : Applied general Statistics
7. Simpson and Kafka : Basic Statistics
8. John H. Mueller and P. Schuessler : Statistical Reasoning in Sociology
9. Hubert Blalock Jr. : Social Statistics
10. Wallis & Roberts : Statistics : A New Approach
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. Athriya : Ten Case Studies in Research and Development
6. Abraham Kaplan : The Conduct of Inquiry
7. Ackoff : Design of Social Research.

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Paper III (Gr. B) : Indian Constitution

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

1. Development of Indian Constitution since 1858 with Special reference

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the Prime Minister and the Council of Ministers.

4. Parliament : Lok Sabha and Rajya Sabha, composition, powers and Mutual Relationship.

Section 'B'

5. Judicial system in India : Supreme court and High courts—Organisation and Powers.

6. State Executive : Governor—Position, Powers and relationship with the President, Chief Minister and the Council of Ministers.

7. State Legislature : Legislative Assembly and Legislative Council. composition, powers and functions.

8. Union State Relations : Legislative, Financial and administrative.

Section 'C'

9. Civil Services under the Indian Constitution.

10. Emergency Provisions—External emergency, Internal emergency and financial emergency.

11. Amendment Procedure of the Constitution.

Core Readings :

1. M.P. Singh : Constitution of India
2. D.D. Basu : Constitutional Law of India
3. D.D. Basu : Constitution of India
4. दुर्गा बासु : भारत का संविधान
5. Austin : Indian Constitution, Corner Stone of the Nation
6. Pylee : Constitutional Government in India
7. Morris Jones : Indian Parliament at Work.
8. Palmer : Indian Political System.
9. A.R. Desai : Social Background of National Movement in India
10. G.N. Singh : Landmarks in Constitutional Development in India
11. K.V. Rao : Parliamentary Democracy in India.
12. एम.पी. राय : भारतीय संविधान

Subsidiary Readings :

1. D.K. Sen : A Comparative Study of Indian Constitution
2. D.N. Bannerjee : Some Aspects of Indian Constitution.

Paper V (Gr. B) : Urban Local Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

The process of urbanization, urban growth and Metropolitanisation, consequences of these on urban environment, Urban services and infrastructure. The significance and scope of urban Administration. Role of urban Local Government in the Management of urban Environment in the context of 74th Constitutional Amendment.

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The structure and Pattern of urban local government in UK, USA and France.

Section 'B'

Municipal administration in India : The 74th Constitutional amendment Act, 1992. Patterns of urban Local Bodies viz. : Municipal corporations. Municipal councils and Nagar Panchayats, and other units of urban administration; Composition, structure. Functions and the Executive Systems with Special reference to relations between Elected and Appointed functionaries.

Decentralization of Municipal administration in large cities. The Committee System Their Utility and Effectiveness.

Municipal Personnel System : Recruitment and Training.

Municipal finances : Revenue Structure, Inter government Fiscal relations, State Finance commission and its role in enhancing Municipal Fiscal capability.

Section 'C'

Municipal corporations of Calcutta, Bombay and Delhi Urban Development Authority; Urban Improvement Trust. Recent challenges and Major Problems of urban Administration, relation between urban local bodies and State Administration.

Reforms in Urban Local administration.

Core Readings :

- 1. R.L. Khanna : Municipal Government and administration
- 2. R. Argal : Municipal government in India
- 3. Blaif : Local Self Government in America
- 4. Chapman : an introduction to French Local Government

Subsidiary Readings :

- 1. A. Avasth : Municipal Government and Administration in India (Agra Laxmi Narayan & Co.)
- 2. Mohit Bhattacharya : Essays in Urban Govt. (Calcutta World Press)
- 3. Mohit Bhattacharya : Management of Urban Government India.
- 4. S.R. Nigam : Local Self government (Delhi, S. Chand & Co.)
- 5. S.K. Bhogle : Local Government in India
- 6. R. Argal : Municipal Government in India (Delhi, Vikas Publishers)
- 7. Rodney Jones : URBAN Politics in India (Delhi, Vikas Publishers)
- 8. D.B. Rosenthal : The Limited Elite
- 9. Seeley : Local Government Explained
- 10. Mand & Wood : Local Government System
- 11. G. Richard : New Local Government System
- 12. George S. Blair : Local Self Government in America
- 13. B. Chapman : An Introduction of French Local Government
- 14. Humeans : Local Governments throughout the World.

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V Paper (Gr. B) : Rural Local Administration

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

The History of Rural Local Government in India. The pattern and Structure of rural Local government in India. The 73rd constitutional Amendment in India. The concept of Panchayati Raj.

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.

The concept of community Development, History, Objective, Human Factors in Community Development.

Section 'B'

Panchayati Raj as Agencies of Planning and development. The Position, owners, Functions and relevance of district Development Officer, Block Development Officer and Village Level Worker.

The Position, powers and functions of Zila Pramukh, Pradhan and Sarpanch.

Recruitment, Training and Education of officials and non-officials in Panchayati Raj.

Relationship of Panchayati Raj Institutions with Government Agencies and Departments.

Section 'C'

Some emerging trends in relationship of Political parties and Panchayati Raj.

The Official and Non-Official relationship. The Organisation and Working of Special Schemes like Integrated Rural Development Programme (IRDP), Organisation and Functions of District Rural Development Agency (DRDA).

State Control over Panchayati Raj Institutions.

Finances of Panchayati Raj Institutions; State Finance Commission and its role in augmenting Panchayati Raj Finances. Emerging Trends and recent Challenges before Rural Local Administration. The role of Panchayati Raj Institution in environment improvement.

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.
4. Ashok Mehta Committee Report, 1978

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- 5 Sadiq Ali Committee Report, 1964.
 - 6 State Finance Commission Report
 - 7 D.D. Basu : Introduction to the Constitution of India
 - 8 Iqbal Narain and P.C. Mathur : Panchayati Raj—Old Controls and new Challenges.
 - 9 M.A. Mutallib and M.A.A. Khan : Theory of Local Government
 10. Kuldeep Mathur : Bureaucratic Response to Development.
- Subsidiary Readings:**
1. S.C. Dube : India's Changing Villages
 2. Pai Panandikar : Personnel System in Development Administration
 3. Madick : Development, Decentralisation and Democracy
- Journals :**
- 1 Indian Journal of Public Administration, N. Delhi.
 2. Kurkshetra, N. Delhi.
 3. ~~कुर्क्षेत्र~~, नई दिल्ली
 4. राजस्थान विकास, जयपुर
 5. राज्य शास्त्र समीक्षा

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Paper VI (Gr. B) : Administrative Thinkers

3 Hrs. Durations

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

Administrative Ideas of Kautilaya, Henri Fayol and F.W. Taylor with particular reference to :

1. Kautilaya :

- (i) The machinery of Government
- (ii) Principle of Authority and Obedience
- (iii) Law & Order Administration

2. Henri Fayol

- (i) Managerial Activities
- (ii) Principles of Organization
- (iii) Administrative Training

3. F.W. Taylor

- (i) The Analysis and Planning of Work Process
- (ii) The Scientific Management Movement
- (iii) Impact of Taylorism on Organization Theory

Section 'B'

Administrative Ideas of Max Weber, Chester Barnard and Herbert Simon with special reference to :

1. Max Weber

- (i) Authority and Legitimacy
- (ii) Ideal Typical Model of Bureaucracy

2. Chester Barnard

- (i) Organization as a consciously coordinated cooperative system
- (ii) The Contribution - Satisfaction Equilibrium
- (iii) Formal and Informal Organization
- (iv) Authority and Responsibility

3. 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.

Section 'C'

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- 2. Rensis Likert
 - (i) Supervisory Styles
 - (ii) Management Systems 1-4
 - (iii) Organizational improvement
 - (iv) Managing Conflict
- 3. 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. Llewellyn S. Kempner and Mils : Management Thinkers
- 4. Herbert Simon : Administrative Behaviour
- 5. Simon : The New Science of Management Decisions
- 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. Marina Pinto : Administrative Thinker
- 12. प्रसाद एवं अन्य : प्रशासनिक चिन्तक

Subsidiary Readings

- 1. Nicolos P. Mouzelis : Organization and Bureaucracy
- 2. Fermon E. East and James E. Rosenzweig : Organization and Management
- 3. James March and Herbert Simon : Organization
- 4. Katz and Kahn : The Social Psychology of Organisation
- 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

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Paper VII (Gr. B) : State Administration in India with Special Reference to Rajasthan

3 Hrs. Duration

100 Marks

Note : The paper will contain nine questions having three questions from each section. Candidates are required to attempt five questions in all selecting at least one question from each section.

Section 'A'

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; Organisation of State Secretariat and its working; Cabinet Secretariat; Role of Chief Secretary; Patterns of Department Structure. Organisation and role of the Departments of Home, Finance, Personnel Administrative Reforms; Office of Divisional Commissioner : Postdating Powers and Functions.

Section 'B'

Organisation and Working of Special Schemes and Integrated Rural Development Department; The Directorates and their position in State Administration - Secretariat - Directorate relationship; Organisation and role of Directorates of College Education; Tourism and of Industries.

State Enterprises : Forms, Boards Control, Specific Study of Rajasthan State Road Transport

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formulation, Implementation, Monitoring and Coordination.

Personnel Administration : Recruitment of Civil Services and the role of RPSC, Training and Promotion, Rajasthan Civil Service Appellate Tribunal.

Police Administration : Organisation and Working of Police at State and District levels.

Removal of Public Grievances, Lok Ayukta, Administrative Reforms and innovations in State Administration.

Subsidiary Readings :

- 1 Mohan Mukherji, (ed.) : Administrative Innovations in Rajasthan
- 2 Mohan Mukerji : Non-Story of a Chief Secretary during Emergency Et. Cetra.
- 3 V.D. Sharma : Through Two Systems.
- 4 चन्द्रमौलि सिंह एवं अन्य : राजस्थान में राज्य प्रशासन
- 5 Meena Sogani : The Chief Secretary of India
- 6 R.M. Khandelwal : State Level plan Administration in India
- 7 Saush K. Batra : Legislative Control over Public Enterprises
- 8 रवीन्द्र शर्मा : राज्य प्रशासन

PAPER - VIII

DISSERTATION

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