

SYLLABUS

PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2015

M.A. (Final) Examination, 2016



JAI NARAIN VYAS UNIVERSITY
JODHPUR

IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that the students do not leave out the important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

(Ref. Resolution No. 21 (c) of Academic Council dated 9.2.84)

The examinees be permitted to use their personal transistorised pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A Calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not conform to the above specification.

(Ref. Resolution No. 6/90 of Academic Council dated 20th July, 1990)

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.

NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfil 75% attendance rule in each subject and there must be 75 % attendance of the student before he/she could be permitted to appear in the examination.

**REGISTRAR
(Academic)**

SYLLABUS

PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2015

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JAI NARAIN VYAS UNIVERSITY
JODHPUR

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GENERAL INFORMATION FOR STUDENTS

M.A. (PREVIOUS) PUBLIC ADMINISTRATION

M.A. (FINAL) PUBLIC ADMINISTRATION

DEPARTMENT OF PUBLIC ADMINISTRATION

LIST OF TEACHING STAFF

S.No.	Name & Designation	Qualification	Area of Specialization
	ASSOC. PROF. & HEAD		
1.	Dr. Jagmal Singh Shekhawat	M.A.(Pol.Science & Public Adm), Ph.D.	Indian Administration, State and Local Administration
	ASSTT. PROFESSOR		
2.	Dr. Sharad Shekhawat	M.A. (Public Adm.) Ph.D.	Personnel Administration

FACULTY OF ARTS, EDUCATION & SOCIAL SCIENCES
MASTER OF ARTS

General Information for Students

The examination for the degree of Master of Arts, Education and Social Sciences shall consist of two parts : (i) The Previous Examination and (ii) The Final Examination.

The examination will be through theory papers/practicals/viva. Pass marks for the previous and final examinations are 36 % of the aggregate marks in all the theory papers and viva/practicals and not less than 25% marks in the individual theory paper viva/practicals. A candidate is required to pass in the written and the practical/viva examinations separately.

Successful candidates will be placed in the following divisions on the basis of the total marks obtained in previous and final examinations taken together !

First division 60%, Second division 48% and Third division 36%

No student will be permitted to register himself simultaneously for more than one post-graduate course.

ATTENDANCE

1. For all regular candidates in the faculties of Arts, Education and Social Sciences, Science, Law, Commerce and Engineering, the minimum attendance requirement shall be that a candidate should have attended at least 75% of the lectures delivered and tutorials held taken together as well as 75% of practicals and sessionals from the date of his/her admission.
2. Condonation of shortage attendance:
The shortage of attendance upto the limits specified below may be condoned on valid reasons
 - i) Upto 6% in each subject plus 5 attendance in all the aggregate of subjects/papers may be condoned by the Vice-Chancellor on the recommendation of the Dean/Director/Principal for undergraduate students and on the recommendation of the Head of the Department for the post-graduate classes.
 - ii) The N.C.C./N.S.S. Cadets sent out to parades and camps and such students who are deputed by the University to take part in games, athletic or cultural activities may, for purpose of attendance, be treated as present for the days of their absence in connection with the aforesaid activities and that period shall be added in their subjectwise attendance.

Note: 1. The attendance for supplementary students will be counted from the date of their admission.

2. In the Faculty of Engineering the attendance requirement will apply to each semester.

However, in case of practicals where examination is not held at the end of the first semester but at the end of the second semester, attendance will be counted at the end of the second semester taking into account attendance put in both the semesters (first and second) taken together.

MEDIUM

Candidates are not allowed to use any medium except Hindi or English for answering question papers.

For answering papers in the subjects of English/Hindi the medium will be corresponding language only.

For answering question papers in the subject of Sanskrit the candidates are allowed to use Sanskrit, Hindi or English unless specified otherwise.

PUBLIC ADMINISTRATION
NEW EXAMINATION SCHEME
(Pattern of Question Paper)

PART-A (Hkkx&v)

Hkkx v ds lHkh iz'u vfuok;Z gS A bu iz'uksa ds mÜkj izR;sd 30 'kCnksa rd lhfer gS A izR;sd iz'u 2 vad dk gS A

The questions of Part-A are compulsory. The answer of these questions are limited upto 30 words each. Each question carries 2 marks.

PART-B (Hkkx&c)

izR;sd bdkbZ esa ls ,d iz'u dk p;u djrs gq, dqy ik;ip iz'uksa ds mÜkj nhft;s A izR;sd iz'u dk mÜkj yxHkx 250 'kCnksa rd lhfer gS A izR;sd iz'u 7 vad dk gS A

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (Hkkx&l)

bl Hkkx ls dqy rhu iz'uksa ds mÜkj nhft;sA izR;sd iz'u dk mÜkj yxHkx 500 'kCnksa rd lhfer gSsA izR;sd iz'u 15 vad dk gS A

Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words.Each question carries 15 marks

PUBLIC ADMINISTRATION

M.A. (Previous) Examination, 2015

There will be four papers, each of three hours duration and carrying 100 marks.

Paper I : Principles of Public Administration

Paper II : Comparative Public Administration

Paper III: Public Personnel Administration

Paper IV: Public Administration in India

M.A. (Final) Examination, 2016

There will be Five papers, each of three hours duration and carrying 100 marks

Paper V : Administrative Thought

Paper VI : Financial Administration with Special Reference to India.

Optional Papers: VII & VIII

Any two papers are to be offered from any one of the following groups:

Group A : I : Economic Systems and Administration

II : Social Administration

Group B : I : International Organisation and Administration

II : State Administration in India with Special
Reference to Rajasthan

Group C : I : Urban Local Administration

II : Rural Local Administration

Group D : I : Research Methodology

II : Public Policy

Paper (IX): Indian Constitution and Administrative Institutions.

DISSERTATION

Dissertation may be offered in lieu of one paper from optional group at the final examination. Only those candidates can offer dissertation who have secured 55% marks in M.A. Previous Examination. The candidates offering dissertation shall be required to submit dissertation three weeks before M.A. Final Examination. There will be 75 marks for written dissertation and 25 marks for Viva-voce.

M.A. (Previous) Examination, 2015

PAPER I

PRINCIPLES OF PUBLIC ADMINISTRATION

Unit 1 : Basic Premise : Meaning, scope, nature and importance of Public Administration, Politics and Administration, the distinctions and similarities between public and private administration, New Public Administration. The Public Choice School; New Public Management Perspective.

Unit 2 : Theories of Organisation: Scientific Management, The Bureaucratic theory of Organisation, Classical theory, The Human Relation theory, Behavioural Approach, Systems Approach, Organisational Effectiveness.

Unit 3: Principles of Organisation: Formal and Informal Organisation, Hierarchy, Span of Control. Unity of Command, Authority and Responsibility, Coordination, Supervision, Centralisation and Decentralisation.

Structure of Organisation: Chief Executive, Line and Staff Agencies, Department, Head Quarter and field relationship.

Unit 4 : Administrative Behaviour : Decision Making, Theories of leadership, Communication, Motivation and Control.

Unit 5 : Citizen and Administration : People's Participation in Administration, Public policy process and Policy making models, Role of civil society, Right to information and Citizen's Charter

CORE BOOKS

Sharma, M.P.: Public Administration: Theory and Practice

White: Introduction to Public Administration

Bhambari, C.P.: Public Administration

Awasthi & Mahaeshwari: Public Administration (Hindi & English)

Prasad, D.R. & Others: Administrative Thinkers

ADDITIONAL READINGS

Frank Marini (en.): Towards New Public Administration

Sharma, R.D.: Advanced Public Administration

Rumki Basu: Public Administration-Concept and Theories

Albert Lepawski: Administration

Mohit Bhattacharya: Public Administration : Structure, Process and Behaviour

PAPER II

COMPARATIVE PUBLIC ADMINISTRATION

Unit 1 : Comparative Public Administration : Concept, Nature, Scope, Evolution and Significance; Features of Developed and Developing Societies Administration; Approaches to the Study of Comparative Public Administration.

Unit 2 : Weber's Typology of Authority and Administrative System with particular reference to the Ideal Type Bureaucratic Model, Rigg's Contribution with particular reference to Prismatic Society and Sala model, Rigg's view on Development.

Unit 3: The Concept, Scope and Significance of Development Administration, Economic and Socio-Cultural Context of Development Administration, Concept of Administrative Development, Bureaucracy and Development Administration.

Unit 4: Salient features of the Administrative Systems of U.K., U.S.A. and France: Comparative Study of their Political Executive.

Unit 5: Organisation and working of following : Treasury (UK), State Department (USA), Ombudsman (Sweden), Independent Regulatory Commissions (USA), Council of State (France).

CORE BOOKS

Sifflin: Towards the Comparative Study of Public Administration

Riggs: Ecology of Administration

Arora, Ramesh K. : Comparative Public Administration (Hindi and English)

Chaturvedi, T.N.: Tulnatmak Lok Prashasan

ADDITIONAL READINGS

Ferrinl Heady: Public Administration-A Comparative Perspective
Fred, W. Riggs : Administration in Developing Countries,
Edward Weidner (ed.): Frontiers of Development Administration
Verma, S.P. and Khanna : Comparative Public Administration

PAPER III PUBLIC PERSONNEL ADMINISTRATION

- Unit 1 : Public Personnel Administration : Meaning, nature and scope; Development and significance of Public Personnel Administration.
- Unit 2 : Basic Concepts : Administration and Policy making; professionalisation of Civil Service; Administrative Culture; Bureacracy and Environment (Political, Social and Economic), Integrity in Administration; Concept of Ethic in Public Services.
- Unit 3: General Characteristics of Public Personnel Administration of U.S.A., U.K. and France, Need for Central Personnel Agencies, Organisation and Working of Central Personnel Agencies in U.S.A., U.K. and France.
- Unit 4: Recruitment and Training : Development of Merit system, Importance of recruitment; Methods of recruitment (U.S.A., U.K. and France); Importance and types of Training Institutions U.S.A., U.K., and France. Training techniques; Promotion; Seniority Versus Merit.
- Unit 5: Salary, Service Conditions, Service Rules; Management of Staff Relations; Disciplinary Procedures, Political Rights of Civil Servants (U.S.A., U.K. and France); Management Information system for Personnel Administration.

CORE BOOKS

Stahl, O. Glenn: Public Personnel Administration
Shafnitz, Jay (ed.): Personnel Management in Government
P.Pigors & C.A. Maynes: Personnel Administration
Goel, S.L.: Public Personnel Administration
Sinha, V.M.: Public Personnel Administration (Hindi also)

ADDITIONAL READINGS

U.K Fulton Committee: The Civil Service
Verma, S.P. & Sharma, S.K. : Managing Public Personnel System :
A Comparative Perspective
Jain, C.M.: Sevavargiya Prashasan
Maheshwari,S.R. The Civil Service in Great Britain
Jain, R.B.(ed): Aspects of Personnel Administration

PAPER IV PUBLIC ADMINISTRATION IN INDIA

- Unit 1 : Evolution of Indian Administration: Kautilya, Mughal period & British Legacy. Constitutional framework: value premises of the Constitution, Parliamentary Democracy, federalism, Planning, Human Rights: National Human Rights Commission.
- Unit 2 : Union Government and Administration : President, Prime Minister, Council of Ministers, Cabinet Committees, Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Major Ministries and Departments.
- Unit 3: District Administration: Changing role of the District Collector, Law and Order and Development Management.
Local Government : Panchyati Raj and Urban Local Government, Main features of 73rd and 74th Constitutional Amendment, Major Rural and Urban Development Programmes and their management.
- Unit 4: Public Services : All India Services, Central Services : Union Public Service Commission, Training in the changing context of governance. Administrative Reforms: Reforms since independence; Reports of the Administration Reforms Commission, Problems of Implementation.

Impact of Information Technology on Public Administration, Indian Administration and Globalisation

Unit 5: Major Issues in Indian Administration : Problems of Centre- State relations, Relationship between Political and Permanent Executive, Generalist and Specialist in Administration, Law and Order Administration, Changing nature of Indian Administration in context of Economic Reforms; Control and accountability over Indian Administration

CORE BOOKS

Maheshwari, S.R.: Indian Administration

Jain, R.B.: Contemporary Issues in Indian Administration

Hoshiar Singh & Mohiendra Singh: Public Administration in India

Parmatma Sharan: Public Administration in India

ADDITIONAL READINGS

Mishra, B.B.: Government and Bureaucracy in India

Ashok Chand : Indian Administration

Kaushik, S.L & Others(eds.): Public Administration in India

Arora & Others (eds.): Indian Administrative System

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PUBLIC ADMINISTRATION
NEW EXAMINATION SCHEME
(Pattern of Question Paper)

PART-A (Hkkx&v)

Hkkx v ds lHkh iz'u vfuok;Z gS A bu iz'uksa ds mÜkj izR;sd 30
'kCnksa rd lHfer gS A izR;sd iz'u 2 vad dk gS A

The questions of Part-A are compulsory. The answer of these questions
are limited upto 30 words each. Each question carries 2 marks.

PART-B (Hkkx&c)

izR;sd bdkbZ esa ls ,d iz'u dk p;u djrs gq, dqy ikj; iz'uksa ds
mÜkj nhft;s A izR;sd iz'u dk mÜkj yxHkx 250 'kCnksa rd lHfer gS
A izR;sd iz'u 7 vad dk gS A

Attempt FIVE questions in all, selecting ONE question from each unit. The answer of each question shall be limited upto 250 words. Each question carries 7 marks.

PART-C (Hkkx&l)

bl Hkkx ls dqy rhu iz'uksa ds mÙkj nhft;sA izR;sd iz'u dk mÙkj yxHkx 500 'kCnksa rd lhfer gSsA izR;sd iz'u 15 vad dk gS A Attempt Any THREE questions. The Answer of each question shall be limited upto 500 words.Each question carries 15 marks

M.A. (Final) Examination, 2016

PAPER V ADMINISTRATIVE THOUGHT

- Unit 1 : Administrative Thought of Kautilya, Confucius, and Woodrow Wilson.
- Unit 2 : Bureaucratic Theory of Max Weber, Scientific Management: Taylor; Administrative Management Theories: Fayol, Luther Gulick and Urwick.
- Unit 3: Administrative Thoughts of Chester I Bernard: Formal and Informal Organisation, Satisfaction, Equilibrium, Authority and Communication.
Herbert A. Simon : Decision Making, Administrative Behaviour.

Unit 4: Human Relations Theory : Fritz J. Roethlisberger and Elton Mayo, Hawthorne study, A.H. Maslow, Frederick Herzberg.

Unit 5: Theory of Organisation Development : Chris Argyris; Rensis Likert McGregor; Policy sciences-Yehzekel Dror

CORE BOOKS

James C. Charlesworth: Theory and Practice of Public Administration

Chester A. Bernard: The Functions of the Executive

Henry Fayol: General and Industrial Management

Goodnow: Politics and Administration

Gulick & Urwick: Papers on the Science of Administration

March, James, Simon: Organisation

ADDITIONAL READINGS

R.Prasad and Others: Administrative Thinkers

S.S. Ali: Eminent Administrative Thinkers

Arora and others(ed.): Theme and issues in Administrative Theory

Ziauddin Khan & Verma: Prasadnik Vichardharaen, Vol. I&II

Sjafriz, J.M. & Hyde Albert(ed.): Classics of Administration

Waren Daniel A.: The Evolution of Management Thought

PAPER VI FINANCIAL ADMINISTRATION WITH SPECIAL REFERENCE TO INDIA

Unit 1 : Introduction of Financial Administration : Importance of Finance in Administration; Constitutional Provisions relating to Financial Administration, Centre-State Financial relations, Finance Commission, Ministry of Finance in India.

Unit 2 : Budget : Budget Techniques-Line Item budget, Performance Budget; PPBS and Zero-based budget, Budgeting in India: formulation, Budgetary procedure in Parliament, Execution of Budget, Deficit finance and Public Debt.

- Unit 3: Machinery for Planning : Organisation and Working of Planning Commission and National Development Council: Planning Machinery at State and District levels and Plan formulation.
- Unit 4: Public Enterprises : Objectives and growth of Public Enterprises- Departments, Public Corporation, Government Companies and Holding company.
Problems of Public Enterprises in India: Control over Public Enterprises, Economic Reforms, Liberalisation and Public Enterprises.
- Unit 5: Control over Financial Administration : Parliamentary Control over Public Finance, Parliamentary Financial Committees, Public Accounts Committee, Estimates Committee, Committee on Public Undertakings, Accounts and Audit, Comptroller and Auditor General of India.

CORE BOOKS

- M.J.K. Thavaraj: Financial Administration in India
P.K. Ghosh: Public Enterprises in India
Aaron Wildarsky: The Politics of Budgetary Process
U.N.: Govt. Budgeting and Economic Planning in Developing Countries

Paper VII & VIII

GROUP A

(I) ECONOMIC SYSTEMS AND ADMINISTRATION

- Unit 1 : Introduction : Definition and Nature of Economic System; Relationship between Economic System and Administration; forces for making of various Economic systems; Role differential of Government, under various Economic Systems; Role of Fiscal, Monetary and Price Policies under various Economic Systems.
- Unit 2 : Economic System in USA: Organisation of Capitalist Economy, Maintenance of Competition in Capitalist Economy; Maintenance of

Stability and full employment; Planning, A Planning Machinery under Capitalism: Capitalism and Welfare Measures: A Critique of Capitalism in USA.

Unit 3: Economic System in U.K.: Forms of Socialism, Administration and Problems of Nationalised Industries in U.K., A Critique of British Socialism.

Unit 4: Economic System in India : Rationale of Mixed Economy, the Study of Public Enterprises and their Management, Nature of Planning and its Problems, Mixed Economy vis a vis Democratic Socialism, Nationalisation of means of Production; Recent trends in Economic Policy.

Unit 5: Economic System in Asian Countries with special reference to China and Japan, Factors effecting Economic System—Political, ecological and cultural

CORE BOOKS

Loucks : Comparative Economic Systems

Blodgett : Comparative Economics Systems

Richard, S.Charsce : Comparative Economics Systems

ADDITIONAL READINGS

Vaclar Holesovsky : Economic System: Analysis and Comparison

Hazek : Collective Economic Planning

M.L. Seth : Theory and Practice of Economic: Planning

K.L. Handa: Financial Administration

(II) SOCIAL ADMINISTRATION

Unit 1 : Social Administration : Meaning, Nature, Scope and Principles
Organisation : Social Administration at the Central level, Department of Social Welfare, Central Social Welfare Board: Composition, Functions and Status

Unit 2 : Social Administration at State level : State Department of Social Welfare; Directorate of Social Welfare; State Social Welfare Board: organisation and functions, Social Administration at District and Panchayat level.

Unit 3: Methods of Social Administration : Social case work, group work and community Organization, Social Policy in India, Social legislations and Social Planning in India

Unit 4: Role of Voluntary Agencies in developing societies and their relationship with the State; Personnel system for Social Administration; Need for creation of a special cadre for Social Administration Personnel at the Centre, State and local level's and determination of their service conditions.

Unit 5: Five Years Plans and Social Welfare Programmes, Child Development and Nutrition, Women Development, Development of Backward Classes, Problems of Social Administration in India:
(a) Co-ordination (b) Human Relations (c) Grant in aid
(d) Common Civil Code

CORE BOOKS

David C. Marsh: An Introduction to Social Administration

G.B.Sharma : Social Administration in India

C.R. White: Public Welfare Administration

D.K. Mishra : Samajik Prashashan

ADDITIONAL READINGS

T.H.Marshall : Social Policy

Friend Lender; : Introduction of Social Welfare

D.R. Sachdev : Social Welfare Administration

Paper VII & VIII

GROUP B

(I) INTERNATIONAL ORGANISATION AND ADMINISTRATION

Unit 1 : Evolution of Internationalism in theory and practice, Development of International Institutions,
Characteristics of Present Community of Nations Universal State-State as a Unit; Nation-State co-operation and co-ordination, co-existence, Pacific methods for settlement of international disputes.

- Unit 2 : A brief history of League of Nations: Origin, Development Structure, Functions of its various organs, appraisal, causes of decline and its contribution process of its liquidation.
- Unit 3: Formation of the UN Charter, Purposes and Principles, Membership, Various organs of UNO: General Assembly, Security Council, Economic and Social Council, International Court of Justice, UN Secretariat; Role of Secretary General.
- Unit 4: Personnel Administration: Problems of International Civil Service, Budgetary Problems, UN development programmes, A Critical appraisal of UN, Revision of the UN Charter.
- Unit 5: UN special Agencies: Organisation and working of ILO, UNESCO, FAO, WHO and World Bank

CORE BOOKS

Claude, Eagleton : International Government
Ohodrich : The United Nations
Roy, M.P. : Antarrastriya Sangthan
Leonard : International Organisation

(II) STATE ADMINISTRATION IN INDIA WITH SPECIAL REFERENCE TO RAJASTHAN

- Unit 1 : State Administration in India and its growing importance : General background of State Administration, History of State Administration in Rajasthan; Constitutional Structure of State Government.
- Unit 2 : The Office of the Governor : Powers, Role in State Administration, Relationship with Council of Ministers; The Office of the Chief Minister : Powers, functions, position, Council of Ministers at State level.

Unit 3: Organisation of the State Secretariat : Administrative organization and working of Departments of Home and Finance in Rajasthan, Role of Chief Secretary.

Organisation and working of the following :

1. Revenue Board
2. Directorate of Higher Education

Unit 4: Personnel Administration : Recruitment of Civil Services in Rajasthan; Organisation and working of Rajasthan Public Service Commission; Training of RAS, RPS and other services; Reforms in Personnel Administration, Lokayukta.

Unit 5: District Administration : Organisation of District Administration, Collector : his functions and position, Police Administration at District level, S.D.O., Tehsildar and Patwari.

CORE BOOKS

Ziauddin Khan & Others: State Administration in Rajasthan
Mohan Mukherjee: Administrative Innovations in Rajasthan
Singh, C.M. & Others : Rajasthan Rajya Prashasan
Sharma, Harish Chander : Rajasthan Rajya Prashasan

ADDITIONAL READINGS

Meena Sogani : The Chief Secretary in India
Khandelwal, R.M. : State-Level Plan Administration in India
Mehta, B.S. : Dynamics of State Administration

Paper VII & VIII

GROUP C

(I) URBAN LOCAL ADMINISTRATION

Unit 1 : Importance and Scope of Urban Administration, Urbanisation, Urban problems, Consequences of Urbanisation; Challenges before Urban Bodies, General Features of Urban Local Administration of USA, U.K., France and India.

Unit 2 : Structure of Urban Local Administration:
USA: Mayor Council Plan, Commission Plan and City Manager Plan,

U.K. : Metropolitan Counties; Non-metropolitan counties.
Central-Local Relation in England.
France: The Municipal Council.

Unit 3: Urban Bodies in India: Structure of Urban Local Bodies in India, Municipal Corporations, Municipal Councils and Municipalities, Functions of local bodies, Committee System, Municipal Executive.

Unit 4: Municipal Personnel : Recruitment and Training, Municipal finance, Control over Urban local bodies.

Unit 5: City Government of London, Paris and New York, Municipal Corporation of Calcutta, Bombay and Delhi, Town Planning and UIT.

CORE BOOKS

R. Agarwal: Municipal Government in India

M. Bhattacharya: Management of Urban Government in India

Munro: The Government of American Cities

Chapman: An Introduction to French Local Government

Herman Finer : English Local Government

ADDITIONAL READINGS

Maheshwari : Bharat me Siharriya Shasab

Nigam, S.R.: Local Self Government

Martin Cross and Darid Mallen: Local Government System

M.Bhattacharya: Muncipal Government Problems and Prospects

Mukhopadhyya, Ashok: Municipal Government and Urban Development

(II) RURAL LOCAL ADMINISTRATION

Unit 1 : Concept and Importance of Local Self Government, The Concept of Panchayati Raj in India, Features of Rural Local Administration of USA:, U.K.

Unit 2 : Evolution of Panchayati Raj in India, History of Rural Local Administration during British rule, Panchayati Raj after Independence: Balwant Rai Mehta Committee Report, Ashok Mehta Committee Report, L.M. Singhvi Committee Report, Characteristics of 73rd Constitution Amendment Act.

Unit 3: Structure and working of Panchayati Raj Institutions in Rajasthan : Gram Sabha, Gram Panchayat; Panchayat Samittee and Zila Parishad.

Unit 4: Panchayati Raj and Bureauracy: The Chief Executive officer, Vikas Adhikari, Panchayat Sachiv and other Officials of Panchayati Raj Institutions.

Unit 5: State control over Panchayati Raj Institutions, State Finance Commission; Revenue Sources of Panchyati Raj Institutions, Organisation and working of Directorate of Panchayati Raj.

CORE BOOKS

Jain, R.B.(ed): Panchyati Raj

Nigam, S.R.: Local Self Government

S.R. Maheshwari: Local Government in India

Mathur, M.V.: Panchayati Raj in Rajasthan

Ravindra Sharma: Bharat me Sthaniya Shashan

Paper VII & VIII

GROUP D

(I) RESEARCH METHODOLOGY

Unit 1 : Subject and object of Research Methodology: Task and role of research Methodology in Social Science with special emphasis on Public Administration, Study of behaviour of man under impact of socio-economic and political phenomena, Scope and limitations of social research

- Unit 2 : The Scientific Method : Nature, aim and basic elements, Relationship of theory and fact; Theory Building in Public Administration: concepts, theory and hypothesis, their definitions and relationship.
- Unit 3: Nature of Scientific Social Study : The Research Design, Definition of problem and formulation of a working hypothesis, Methods of collecting data, observation, questionnaire and schedule interview, The case study method.
- Unit 4: Data Analysis and Presentation : Coding, tabulation interpretation; Technique of Scaling, Report writing chapters, footnotes, references, bibliography, rules of citing and quotations.
- Unit 5: Elementary Statistical Techniques : Problems of measurement in social research : Basic statistics: Frequency Distribution; Mean, Mode, Median, Measures of variability: Mean deviation, Standard deviation, correlation, uses and limitations of statistical methods.

CORE BOOKS

Kerline, F.A: The Foundations of Behavioural Research
 Good, W.J. & Others: Research Method in Social Science
 Bernard S. Philips: Social Research Strategy and Tactics
 Hubert Bhalak: Social Statistics

ADDITIONAL READINGS

Pauline V. Young: Scientific Social Survey and Research
 Simpson & Kalka: Basic Statistics
 Ackoff: Design of Social Research
 R.K. Sapru: Public Policy

(II) PUBLIC POLICY

Unit 1 : Public Policy: Meaning, Scope and Nature, Importance of Study of Public Policy.

Policy Science-Contribution of Yehezkel Dror's

Dror's Policy and Environment, Political Culture, Socio- Economic Conditions, Policy matters, Official participants, Level of politics.

Unit 2 : Model of Public Policy Makings : Process model : The Elite/Mass Model; The Group Model, The System Model, The Institutional

Model, The Output Model, The Incremental Model, The Rationalist Model, The Mixed Scanning Model (Amitai Etzioni).

Unit 3: Policy Formulation and Adoption: Policy problems, Classification and Analysis of policy problem, Preparation of policy agenda, Formulation of policy proposal, Policy Decision making; Policy Adoption.

Unit 4: Implementation of Public Policy: Policy programmes and projects: Policy implementers, The Administrative process of policy implementation, Financial arrangement, Problems in Policy implementation, Participation of beneficiaries, Involvement of other interests, Political support, Trouble shooters.

Unit 5: Policy Evaluation : Policy impact, Problems in Policy evaluation. Policy evaluation process; Politics of evaluation, Policy change

CORE BOOKS

Jones, Charles O.: An Introduction to the Study of Public Policy

Yehezkel Dror: Public Policy Making-Re-examined

James E. Anderson: Public Policy Making

Wade, Lavy L.: The Elements of Public Policy

Kabra, K.N. : Public Policy

ADDITIONAL READINGS

Wade, Larry L, & R.L. Curry: A Logic of Public Policy

Ranney, Austin (ed.): Political Science and Public Policy

Richard Rose(ed.): Policy Making in Great Britain

Herald D. Lasswell: The Decision Process

PAPER IX

INDIAN CONSTITUTION AND ADMINISTRATIVE INSTITUTIONS

Unit 1 : The Government of India Act, 1919 and 1935, Constituent Assembly: Composition and working, Sources of Indian Constitution, Salient features of Indian constitution, The Preamble, Indian Federal System and Indian Secularism.

Unit 2 : Fundamental Rights and Duties, Directive Principles of the State Policy; Indian President: Election Process, Powers and Position, Prime Minister: Powers and Position; Council of Ministers: Functions, and Role.

Unit 3: The Parliament : Lok Sabha and Rajya Sabha: Composition and Powers, The Supreme Court: Jurisdiction, Powers and functions, Amending Procedure of the Indian Constitution, Union -State Relation: Administrative, Legislative and Financial, Election Commission: Organisation, Powers and Functions, Union Public Service Commission: Organisation, functions and role.

Unit 4: The Governor : Powers and Position, The Chief Minister: functions and role, State Assembly: Organisation and functions, The High Court: Jurisdiction, Powers and functions, The role, Powers and functions of Collector in District Administration.

Unit 5: The Salient features of Administrative State, The Concept of Welfare State, The features of Democratic Administration, The Organisation of Government: Legislative : its role and decline in modern times, Executive : Types and Functions; Judiciary: Functions and role, Judicial Review, Rule of Law, Administrative Law, Right to Information, The Pattern of Indian Ombudsman : Lokpal and Lokayukta.

BOOKS RECOMMENDED :

K.V. Rao : Parliament and Democracy in India.

G.N. Singh: Landmarks in Constitutional Development in India.

John Morris: India Parliament at work

Pylee : Constitutional Government of India.

Gupta D.C. : Indian Government and Politics.

J.R. Siwach: Indian Government and Politics.

Norman D. Palmer: The Indian Political System

R.C. Agarwal: Indian Government and Politics

B.L. Fadia: Indian Government and Politics (Hindi and English)

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bdkbZ& 2% yksd uhfr fuekZ.k izk:i % izfØ;k izk:i] bfyV@ekI izk:i] lewg izk:i] O;oLFkk izk:i] laLFkkxr izk:i] fuxZe izk:i] vfHkogZu izk:i] rkfdZd izk:i] feDIM Ldsfuax izk:i ¼vferkbZ ,Ut;ksuh ½

bdkbZ& 3% uhfr fuekZ.k ,oa xzg.k % uhfr leL;k,a] oxhZdj.k ,oa uhfr leL;k dk fo'ys"k.k] uhfr dk;Z lwph dh rS;kjh] uhfr izLrko fuekZ.k] uhfr fu.kZ;u] uhfr xzg.k

bdkbZ& 4% yksd uhfr dh fØ;kfUofr% uhfr dk;ZØe ,oa ifj;kstuk % izksxzke ,oa izkstsDVI % uhfr dk fØ;kUo;u] uhfr fØ;kUo;u dh iz'kklfud izfØ;k] foŸkh; O;oLFkk] uhfr fØ;kUo;u esa leL;k,] ykHkkfUorh dh Hkkxhnhkj] vU;fgrksa dk tqM+ko] jktuSfrd leFkZu] leL;k fuokjd

bdkbZ& 5% uhfr ewY;kdau % uhfr izHkko] uhfr ewY;kdau dh
leL;k,a] uhfr ewY;kdau izfZØ;k] ewY;kdau dh jktuhfr]
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iz'u i= IX uoe~

Hkkjrh; lafo/kku ,oa iz'kklfud laLFkk,i

bdkbZ& 1% Hkkjrh; 'kklu vf/kfu;e] 1919 ,oa 1935] lafo/kku
fuekZ=h IHkk% laxBu ,oa dk;Ziz.kkyh] Hkkjrh; lafo/kku
ds L=ksr] Hkkjrh; lafo/kku dh izeq[k fo'ks"krk,i]
izLrkouk] Hkkjrh; la?kh; O;oLFkk ,oa Hkkjrh; iaFk
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bdkbZ& 2% ekSfyd vf/kdkj] ,oa dÙkZO;] jkT; ds uhfr&funsZ'kd
rRo] Hkkjrh; jk"V^aifr % pquko izfØ;k] 'kfDr;kj ,oa
fLFkfr] iz/kkueU=h % 'kfDr;kj ,oa fLFkfr] ea=h ifj"kn %
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bdkbZ& 3% laln % yksd IHkk ,oa jkT; IHkk % xBu ,oa 'kfDr;kj]
mPpre U;k;ky;% {ks=kf/kdkj ,oa 'kfDr;kj Hkkjrh; lafo/kku
esa la'kks/ku dh izfØ;k] la?k&jkT; IEcU/k % iz'kklfud]
fo/kk;h ,oa foÙkh;] fuokZpu vk;ksx % xBu] 'kfDr;kj ,oa
dk;Z] la?k yksd lsok vk;ksx % xBu] dk;Z ,oa Hkwfedk

bdkbZ& 4% jkT;iky % 'kfDr;kj ,oa fLFkfr] eq[eU=h % dk;Z ,oa
Hkwfedk] jkT; fo/kkulHkk % laxBu ,oa dk;Z] mPp
U;k;ky; % {ks=kf/kdkj] 'kfDr;kj ,oa dk;Z] ftyk iz'kklu esa
ftyk/kh'k dh Hkwfedk] 'kfDr;kj] ,oa dk;Z

bdkbZ& 5% iz'kklfud jkT; dh fo'ks"krk,i] dY;k.kdkjh jkT; dh
vo/kkj.kk] yksdrkfU=d iz'kklu ds y{k.k] ljdkj dk laxBu %
O;oLFkkfidk& Hkwfedk ,oa vk/kqfud le; esa blds âkl ds
dkj.k] dk;Zikfydk % izdkj ,oa dk;Z] U;k;ikfydk % dk;Z ,oa
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fof/k] lwpuk dk vf/kdkj] Hkkjr dk vksEcqM+~leSu izfreku
% yksdiky ,oa yksdk;qDr

iqLrdsa %

,e-ih- jk; % Hkkjrh; lafo/kku
ts-lh- tkSgjh % Hkkjrh; 'kklu ,oa jktuhfr
,-,l- ukajx % Hkkjrh; 'kklu ,oa jktuhfr

,l-iqjh % Hkkjrh; jktuhfrd O;oLFkk
,e-ih- jk; ,oa vkj-,u f=osnh % Hkkjrh; 'kklu ,oa jktuhfr
iq[kjkt tSu ,oa ch-,y- QfM+;k % Hkkjrh; 'kklu ,oa jktuhfr
“kekZ] ,p-lh-% iz'kklfud laLFkk,j
ft;kmn~nhu [kka ,oa vUrj flag % iz'kklfud laLFkk,a
ch-,y- QfM;k&Hkkjrh; 'kklu ,oa jktuhfr