



**MAHARAJA SURAJMAL BRIJ UNIVERSITY,
BHARATPUR**

SYLLABUS

**M.A. PUBLIC ADM. (P &F)
(ANNUAL SCHEME)**


अकादमिक प्रभारी
महाराजा सूरजमल बृज विश्वविद्यालय
भरतपुर (राज.)

SCHEME OF EXAMINATION

(Annual Scheme)

Each Theory Paper	3 Hrs. duration	100 Marks
Dissertation/Thesis/ Survey Report/Field Work, if any.		100 Marks

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) At least 36% marks in the aggregate of all the papers prescribed for the examination and

(ii) At least 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, he 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 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%	

3. All the rest will be declared to have passed the examination. If a candidate clears any paper(s) Practical(s)/Dissertation 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 period of three years; 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


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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 atleast 3 weeks before the commencement of the theory examinations. Only such candidates 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 atleast 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.
5. N.B. Non-collegiate candidate are not eligible to offer dissertation as per provisions of O.170-A.

M.A. PUBLIC ADMINISTRATION

There shall be eight papers and any one paper in lieu of viva-voce under Group B at the M.A. (Final) examination : Each paper will be of three hours duration and carry 100 marks. Out of nine papers, there shall be five compulsory and out of which three will be offered in M.A. Previous and two in M.A. Final. The four optional papers will be divided into two groups. A & B. Any one paper will be offered from group A in M.A. Previous and three papers from Group B in M.A. Final. Dissertation, if offered, shall be permissible only in the final year.

M.A. Previous Examination

Compulsory Papers:

- Paper I : Administrative Theories and Management
Paper II : comparative Public Administration
Paper III : Public Personnel Administration

Optional Papers - Group A : Any one out of the Following :

- Paper I : Social Administration
Paper II : Administrative law
Paper III : Politics and Administration

M.A. Final Examination

There shall be two compulsory papers and three optional papers to be chosen out of **Group B.**

Compulsory Papers :

- Paper IV : Public Administration in India
Paper V : Economic Policy and Administration

Optional Papers - Group B : Any three of the Following :

Paper I	: Development Administration
Paper II	: Research Methodology and statistics in public Administration
Paper III	: Indian Constitution
Paper IV	: Urban Local Administration in India
Paper V	: Rural Local Administration
Paper VI	: Administrative Thinkers
Paper VII	: State Administrative in India with special <i>Reference to Rajasthan</i>
Paper VIII	: Dissertation

M.A. PREVIOUS

Compulsory Papers:

Paper I : Administrative Theories and Management

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'

Public Administration as a Social Science. Evolution of the Discipline of Public Administration. Contemporary Approaches to the study of Public Administration - Behavioural, Systems and structural - functional Approaches. Its relation with Political Science, Economics, Sociology, Law and Psychology.

Concepts of Formal Organisation. Unity of command, Chief Executive, Division of work, Hierarchy, Span of Control, Line and staff with special reference to the contributions of Gulick, Urwick and Mooney.

Section 'B'

Scientific Management : Contributions of Taylor and Fayol Organizational analysis- Chester Barnard.

Hawthorne Experiments- Concept of Informal Organisation.

Motivation, Morale with special reference to the contributions of Elton Mayo, McGregor, Herzberg, Maslow.

Administrative Behaviour - Decision Making (H.Simon).

Section 'C'

Concept of Management and its Techniques- Authority & Responsibility, Leadership, Supervision and control, Co-ordination, Communication, Public Relations, New Public Management, Delegation, Participative Management, Group dynamics Modern Aim to management Automation- Cybernetics, PERT, CPM.

Core Readings:

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1. Pffifner 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
6. Newman and Summer : process of Management
7. McFarland : Management Principles and Practices
8. Hanika : New Thinking in Management
9. McGregor : The Human Side of Enterprise
10. Schodebek : Management System.
11. अवस्थी एवं माहेश्वरी : लोक प्रशासन
12. प्रभु दत्त शर्मा : लोक प्रशासन
13. महादेव प्रसाद शर्मा : लोक प्रशासन, सिद्धान्त तथा व्यवहार
14. अवस्थी एवं माहेश्वरी : प्रशासनिक सिद्धान्त
15. सुरेन्द्र कटारिया : प्रशासनिक सिद्धान्त एवं प्रबन्ध
16. Nichlos Henry P.A. : Public Affairs (1995)

Suggested **Subsidiary Readings :**

1. Chester Barnard : The Functions of the Executive
2. M.P. Follet : Dynamic administration
3. March and Simon : Organisations
4. Albrow : Bureaucracy
5. Etzioni : A Comparative Analysis of Complex Organisations
6. Gulick and Urwick : Papers on the Science of Administrations
7. William P.Sexton : Organisation Theories.
8. William G. Scott : Organisation Theory : A Behavioral Analysis of Management.
9. John A. Seiler : A System Analysis in Organisation Behaviour
10. Schien : Organisational Psychology
11. Silverman : The Theory of Organisation
12. Grusky and Miller : The Sociology of Organisation
13. Katz and Kahn : The Social Psychology of Organisation
14. Argyris : Personality and Organisation
15. Haire : Modern Organisation Theory
16. Litlefield and Rachel : Office and Administrative Management
17. James D. Gallagher : Management Information Systems and The Computer American Management Association.
18. Greenwood : Management and Organisation Behavioral Theories
19. Johnson, Kast and Rosenzweig : The Theory and Management of System.

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20. Kast and others : Organisation and Management : A Systems Approach.
21. Hodges, Bialley 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 Caiden : Dynamics of Public Administration.

Journals :

1. Indian Journal of Public Administration, New Delhi.
2. Public Administration Review, U.S.A.
3. Public Administration, London.
4. Philippine Journal of Public Administration, Manila.
5. Canadian Journal of Public Administration, Ottawa.
6. Administration Change, Jaipur.

N.B. : These journals will be found useful for other papers also.

Paper II : Comparative 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'

Comparative public Administration : Concept, Nature, Evolution, Scope and Significance. Theory building on comparative public Administration. Public Administration and Environment - Social Economic, Cultural and Political.

Approaches to the study of comparative Public administration, Institutional, Behavioral, Systems, Structural - Functional, Ecological.

Section 'B'

Max Weber's Typology of Authority and Administration systems with particular reference to use of ideal type of Bureaucratic Model, Weber's Model and its utility and limitations in the context of Administrative systems of third world.

riggs Typology of societies with particular reference to prismatic society, Sala Model and Prismatic society Revisited.

Section 'C'

Salient features of Administrative system of U.K. , U.S.A., France, China and Bangladesh - Comparisons with Indian System.

Core Readings:

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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.
10. U.S. Government : Organisation manual (Latest edition)
11. Ferguson & McHenry : The American system of Govt. (Latest edition)
12. टी.एन. चतुर्वेदी : तुलनात्मक लोक प्रशासन
13. सुरेन्द्र कटारिया : तुलनात्मक लोक प्रशासन

Subsidiary Readings :

Suggested

1. Max Weber : Theory of Social and Economic Organisation, edited by Parsons and Henderson.
2. Reinbard Bendix : Max Weber : An Intellectual Portrait
3. Irving Swerdlow (ed) : Development Administration
4. Guay Hathron, et.al. : Government & Politics in The United States.

Paper III : Public Personnel 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'

Conceptual : Bureaucracy : Its nature and concept, recent trends and types of Bureaucracy with special reference to Morstein Marx. Development and significance of Public Services. Nature and Scope of Personnel administration, Human Resource Management, Neutrality of Civil Service Ethics in Public Services.

Section 'B'

The following topics to be discussed with reference to India: Classification, Recruitment, Union Public Service Commission, salary, Training, Promotion,

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Conduct rules and Disciplinary Action, Machinery For Negotiation- joint consultative council - comparison with Whitley councils. Political Rights and Right to Strike, Retirement Benefits.

Section 'C'

The following topics to be discussed with reference to U.K., U.S.A. and 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)
2. E.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. वी.एम. सिन्हा : कार्मिक प्रशासन
7. सी.एम. जैन: सेवीवर्गीय प्रशासन
8. सुरेन्द्र कटारिया : कार्मिक प्रशासन

Subsidiary Readings :

1. Shriram Maheshwari : Higher civil Service in France
2. Geoffrey K.Fry : The Changing Civil Service
3. U.S. Government Manual
4. Government of India : Central Pay Commission Reports
5. Gavin Drewy & Tony Butcher : The Civil Service Today
6. Government of France : An Introduction to French Public Administration
7. HMSO : Progress in the Next Steps Initiative

OPTIONAL PAPERS

Paper I (Gr.A.) : Social 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'

Meaning, Nature, Scope, Principles and Significance of Social Administration, Social Policy in India : Policy and problem perspective for the Welfare of S.C., S.T., Women and Children. Social Legislations in India : Its inadequacies and

suggestions. Social Planning in India : Social Development under various Five year Plans. Problem and Suggestions.

Section 'B'

Organisation : Social Administration at the Central level Ministry of Social Justice and Empowerment its composition and working, Ministry of Women and child Development. Central Social Welfare Board, Its composition, Functions and Status. Social Administration at the State Level. State Social welfare advisory Board, Its composition and functions.

Section 'C'

Directorate of Social Justice and Empowerment of Rajasthan. Social Administration at district level. Role, significance and Problems of Social welfare. Role of Voluntary Agencies and Non-Government Organisations in India. Personnel System for Social Administration at various levels. Need for the creation of a special cadre of Social Administration.

Problems of Social administration in India. Role of National commission for Women. National commission on Human Rights and Commission for Scheduled Castes, Scheduled Tribes and other Backward classes.

Readings :

1. David C. Marsh : An Introduction to social work.
2. Friedlander : Introduction to Social Welfare.
3. G.B. Sharma : Social Administration in India.
4. T.N. Chaturvedi and Chandra Kholi (eds.) : Social Administration development and Change
5. D.R. Sachadeva : Social Welfare in India.
6. सुरेन्द्र कटारिया : सामाजिक प्रशासन

Reference Books :

1. India, Encyclopedia of Social Work
2. American Social Work year Book.
3. India. Committee on Plan Projects. Planning Commission Report of the Study Team On Social welfare and welfare of Backward classes, 1969.
4. C.R. White : Public Welfare Administration.
5. T.H. Marshall : Social Policy

Journals :

1. Indian journal of Social Work
2. Indian Journal of Public Administration
3. Political Science Review.
4. Social Welfare.

Paper II (Gr.A.) : Administration Law

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'

Public Law and Public Administration. Administrative Law - Its meaning, nature and scope. Causes for its growth.

Constitutional Foundations of Administrative Law.

- (a) Rule of Law,
- (b) Separation of Powers
- (c) Administrative Law and Constitutional Law- Their relationship.

Section 'B'

Droit Administration in France.

Administrative Law Making : Delegated Legislation/Subordinate Legislation- Meaning, Nature and causes for its development. Forms of Delegated Legislation, Procedural safeguards and legislative control over delegated legislation. Concept of sub-delegation.

Section 'C'

Administrative Decision Making : Administrative Tribunals- Meaning & Importance. Characteristics of Administrative Tribunals, Distinction between Tribunal and Court. Principles of Natural Justice.

Administrative Discretion - Meaning, Definition and Judicial Control over Discretion.

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Judicial Review of Administrative Actions : Public Law Review -
Writs of Mandamus, Prohibition and certiorari.

Liability of Administration - Contractual and Tortuous.

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.
4. Philip J. Cooper - Public Law and Public Administration.
5. Griffith and 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. Hassumani : Some Problems of Administrative Law in India.
9. M.C.J. Kagzi : Indian Administrative Law.
10. S.P. Sathe : Administrative law in India.
11. M.P. Jain & S.N. Jain : Principles of Administrative law.

Subsidiary Readings:

1. H.W.A. Wade : Administrative Law
2. Wade and Philips : Constitutional Law
3. D.C.M.A. Yardly : Source Book of English Administrative Law
4. S.A. De Smith : Judicial Review of Administrative Action.
5. J.F. Garm : Administrative Law.
6. M. Sieghar : Government by Decree
7. C.J. Hamson : Executive Discretion and Judicial Control
8. A. T. Markose : Judicial control of Administrative law.
9. C.T. Garm : Concerning English Administrative Law
10. C.T. Garm : Delegated Legislation.
11. Bernard Schwartz : An Introduction to American Administrative Law.
12. Indian Law Institute : Delegated Legislation in India
13. Bernard Schwartz : French Administrative Law Common Law World.
14. David Foulkes : Introduction to Administrative Law.

Journals:

1. Quarterly Journal Published by the Indian Law Institute
III PAPER (Gr.A) : Politics 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'

Approaches to the study of political system, Systems approach. Structural - Functional approach. Salient ideas of Plato, Aristotle, Kautilaya and Woodrow Wilson on political and administrative systems.

Section 'B'

The concept of political system with special reference to the ideas of

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David Easton and Almond, Relationship between political and administrative systems with special reference to the impact of political parties and pressure groups, political culture.

Section 'C'

Concept of Political Development. Factors influencing Political Development - Concept of Administrative Development, Relationship between Political and Administrative Development. Ideas of Michael Crozier Karl Marx & Robert Merton on Bureaucracy, concept of Administrative State. Public Opinion.

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. Charlesworth : 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. देवकान्ता शर्मा : कौटिल्य के प्रशासनिक विचार
11. S.P. Verma : Modern Political Theory (English & Hindi)
12. Lucian W. Pye : Aspects of Political Development
13. Sabine : History of Political Thought

Subsidiary Readings :

1. Greald Caiden : Administrative Reforms
2. Merton et. al. : Readers in Bureaucracy
3. Brai Banti : Political and Administrative Development
4. Siffin : Towards the Comparative Study of Administration
5. Blau : The Dynamics of Bureaucracy
6. Swerdlow : Development Administration - Concepts and Problems
7. Montgomery and Siffin : Approaches to Political Development and Change.
8. La Palombara : Bureaucracy and Political Development.
9. Crozier : The Bureaucratic Phenomenon
10. Mouzelis : Organization and Bureaucracy
11. Finkle and Gable : Political Development & Social Change
12. David Easton : A System Analysis of Political Life
13. David Easton : Political System : An Inquiry into the State of Political Science
14. Hary M. Johnson : Sociology—A Systematic Introduction
15. Davis and Lewis : Models of Political Systems
16. Holt and Turner : Comparative Research Methods

Journals :

1. Indian Journal of Public Administration (New Delhi)

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1. Syllabus M.A. Public Administration
2. Political Science Review (Jaipur)
3. Administrative Change (Jaipur)
4. Journal of the Parliamentary and Constitutions Studies (New Delhi)
5. Public Administrative Review (U.S.A.)

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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 and Redressal of citizens' Grievances. *Control by Media*

Administrative Reforms with special reference to Administrative Reforms Commission and Sarkaria Commission. *First and second*

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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(Academic)
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भारत (India)

Syllabus M.A. Public Administration

- 10. पी.डी. शर्मा एवं वी.एम. शर्मा : भारतीय प्रशासन
- 11. S.R. Maheshwari : Indian Administration
- 12. Ramesh Arora & Rajni Goyal : Indian Public Administration
- Subsidiary Readings : 13 सुरेन्द्र कटारिया : भारतीय प्रशासन
- 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.पी. 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'

Meaning and scope of Economic Policy
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.
developing countries

- (a) The growth of the planning Idea. The role of erstwhile
- (b) Machinery for Planning : [Planning Commission, ~~NDP~~ and NDC
- (c) Process of Plan formulation and implementation.
- (d) A brief survey of India's five year plans. An 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. Socio-

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

Section 'C'

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

Principle forms of Organisation of Public enterprises :

Departments, Statutory corporation and joint stock companies, public sector corporation. Nav Ratna, Maha Ratna & Mini Ratna etc.

Nature, ~~Composition~~ composition and problems of governing boards.

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वेगमंत्रण, functions and role of NITI Aayog

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 || सुरेन्द्र कटारिया : आर्थिक नीति एवं 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 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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Dr. Rajendra Prasad
(Academic)
महाराज-सुरजनाथ बुक डिपार्टमेंट
भरतपुर (राज.)

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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. Nimord 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 Quta Sampling.

Core Readings :

1. F.A. Kerlinger : The Foundations f 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. Schusesslier : 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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University of Rajasthan
Jaipur (Raj.)

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Paper III (Gr. B) : Administration of Public Undertaking**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.

The focus of this paper should be related to the internal administrative problems of the some of the specific undertakings like Railway Board, LIC, SAIL, BHEL, RSEB, RSRTC and RIICO.

Section 'A'

Forms of organisations and their operational autonomy. Sector cooperative Types of Boards, Role and functions of Board of Directors. Role of Public Enterprises Selection Board.

Section 'B'

Financial Administration : Resources mobilization, disinvestment, Role of disinvestment commission. Problems of risk units. Privatisation. Price and Profit Policy, accounting and auditing.

Personnel Administration, Recruitment. Training. Labour Welfare Industrial Relations and conditions of service and salary determination. Production planning and Political Control Marketing.

Section 'C'

Government Public Enterprises in the face public sector, private sector interface. Role of parliamentary committees. Role of Department of public enterprises. SCOPE, memorandum of understanding.

Consumer interest and public relations

Core Readings :

1. K.C. Khanna : Management of Public Sector
2. K.R. Gupta : Organization and Management
3. Nabogopal Das : The Public Sector in India (Asia, Bombay)
4. S.S. Khara : Government in Business (Asia, Bombay)
5. टी.के. जैन, सुनील सक्सेना : लोक उद्योग

Subsidiary Readings :

1. Committee on Public Undertakings (India) Reports
2. Annual Reports of the Various Public Enterprises in India and Abroad.

1) Paper IV (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.

Evolution

Section 'A'

1. Development of Indian Constitution since 1858 with Special reference to the Government of India Act 1919 and 1935 (Salient features).

2. Citizen and the State : Fundamental Rights, directive Principles of State Policy. Fundamental Duties.

3. President : Position, election Process, Powers and Relationship with

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Syllabus M.A. Public Administration

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 दास बसु : 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 IV (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. Smart city, Mission, Amrut cities, HRIDAY etc

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 : 5 अर्थशास्त्र शास्त्र : भारत में स्थानीय प्रशासन

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 E. 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. Humeurs : 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, Powers, Functions and relevance of district Development Officer, Block Development Officer and Village Level Worker.

See →

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). Capacity building of officials and Non officials.

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. Moenakshisundaram : 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 : 11. अशासक शासन : भारत में स्थानीय शासन

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. कुरुक्षेत्र, नई दिल्ली
4. राजस्थान विकास, जयपुर
5. राज्य शास्त्र समीक्षा

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Paper VI (Gr. B) : Administrative Thinkers

3 Hrs. Durations

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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. Tilest. 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 13 सुरेन्द्र करारिया : प्रशासनिक चिन्तक

Subsidiary Readings :

1. Nicolos P. Mouzelis : Organization and Bureaucracy
2. Fermont 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. Durations

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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 Corporation

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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. Satish K. Batra : Legislative Control over Public Enterprises
8. मन्दीन्द्र शर्मा : राज्य प्रशासन

PAPER - VIII
DISSERTATION

(Signature)
 Dy. Registrar
 (Academy)
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